



Your Palm[®] Treo[™] 680 Smartphone User Guide

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Welcome

Congratulations on the purchase of your Palm® Treo™ 680 smartphone! In one compact and indispensable device, you now have all of the following:

- Contacts application that stores the names, phone numbers, and even pictures of friends, family, business contacts—everyone you stay in touch with
- Email application for receiving and sending email (business and personal)
- Palm OS® personal info applications for storing your appointments, to-do lists, memos, and more
- Expansion card slot that accepts cards (MultiMediaCard/SD/SDIO; sold separately) for storing music files, videos, dictionaries, games, and lots of other applications
- A VGA (640x480) digital camera for snapping photos and capturing short videos
- Text and multimedia messaging
- MP3 player
- Applications for reading, creating, and editing Microsoft Office files and viewing PDF files
- Software for entering names, addresses, and more on your computer, and then transferring them to your smartphone with one press of a button

NOTE Phone and text messaging services require a service contract with your wireless service provider. Web, email, and multimedia messaging services require a service contract and data services, such as GPRS or EDGE, from your wireless service provider. Data speeds vary based on network availability and capacity.

What's in the box?

You should have received all the following items in the Treo 680 box:

Hardware

- Treo 680
- SIM card from your wireless service provider (not included with all models)

KEY TERM SIM (Subscriber Identity Module)

card The smartcard that you insert into your smartphone and identifies you to the mobile network. It contains your mobile account information, such as your phone number and the services to which you subscribe. Phone book entries and SMS messages can also be stored on the SIM card.

- Rechargeable battery
- AC charger with international adapter(s) (if required in your region)
- USB sync cable
- Headset

Documentation and software

- *Read This First setup* booklet
- *Quick Reference Guide*
- Palm Software Installation CD, which includes the following:
 - Palm® Desktop software
 - Bonus software for your smartphone
 - *Your Palm Treo 680 Smartphone User Guide* (this guide)
- Palm warranty

What do I need to get started?

This guide helps you set up your Treo 680 and quickly learn to use it. To get started, you need all the items that came in the Treo 680 box (see [What's in the box?](#)), plus the following:

- A SIM card. If you do not already have a SIM card and your smartphone box did *not* contain a SIM card, you need to contact your wireless service provider to get one. Be sure to sign up for a mobile account with data services. To use your smartphone on your wireless service provider's network, the SIM

card must be inserted into your smartphone. Without a SIM card, you can only make emergency calls, such as 112 or 911.

- You must be in a location where you are within coverage of your wireless service provider's network.
- An electrical outlet
- The computer with which you want to synchronize your personal information

NOTE To use email, web browsing, and multimedia messaging, your wireless service provider plan must include data services. Please contact your wireless service provider for details about your data service options.



Setting up

Congratulations on the purchase of your new Palm® Treo™ 680 smartphone. You're about to discover the many things about your smartphone that will help you better manage your life and have fun, too.

As you become more familiar with your smartphone, you'll want to personalize the settings and add applications to make it uniquely yours. But first, take these few easy steps to set up your smartphone and get it running.

Benefits

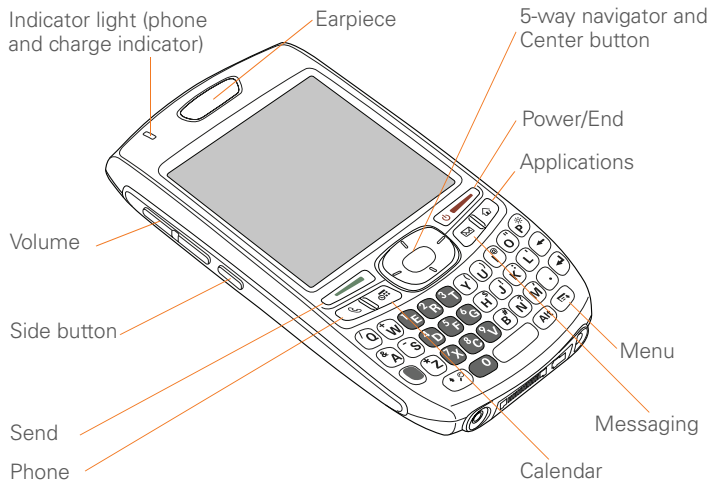
- Know where your smartphone controls are located
- Start using your smartphone right away
- Establish a link between your smartphone and your computer

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Treo 680 overview

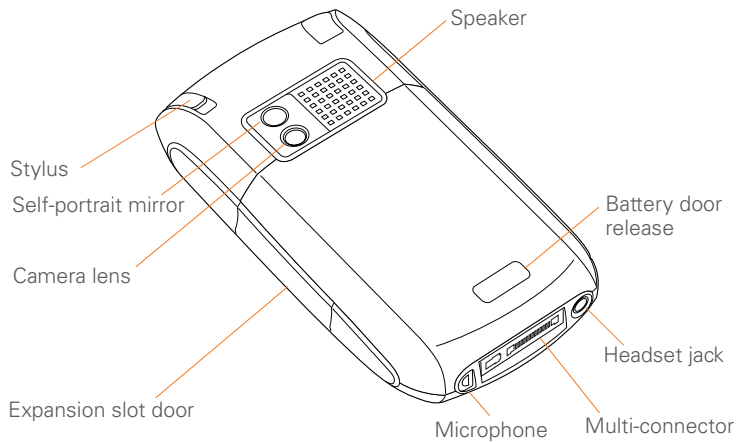
Front view



TIP Protect your screen. Be careful to store your smartphone away from items that might scratch or crush the screen. Visit www.palm.com/treo680gsm to find carrying cases and other useful accessories.

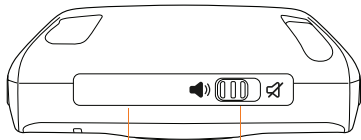
DID YOU KNOW? When your smartphone screen is on, you can press and hold the **Side** button to open the Voice Memo application. You can also change your button settings and select an application of your choice; see [Reassigning buttons](#) for details.

Back view



IMPORTANT The Treo 680 speaker includes a large magnet, so be sure to keep your smartphone away from credit cards or other items that could be demagnetized.

Top view



Infrared (IR) port Ringer switch

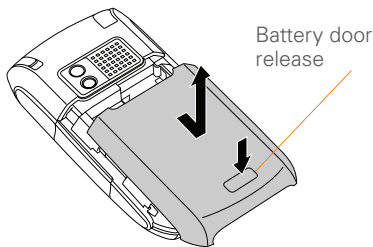
DID YOU KNOW? The Ringer switch silences all sounds at once. You don't need to hunt for Off buttons all over the device.

Inserting the SIM card and battery

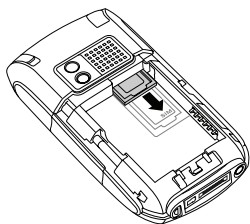
Your SIM card contains account information such as your phone number and voicemail access number. To use the phone, email, or web features, the SIM card must be inserted in your smartphone.

NOTE Your SIM card may already be installed in your smartphone. Follow steps 1–3 to check. If a SIM card did not come with your smartphone, you may already have one; otherwise, your wireless service provider will give you one when you subscribe.

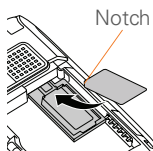
- 1 Use one hand to press the **Battery door release** button and use your other hand to slide the battery door downward to remove it from your smartphone.



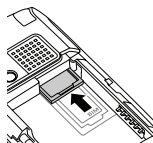
- 2 If the battery is installed, remove it. (See [Replacing the battery](#) for details.)
- 3 Slide the SIM tray out of the slot inside the smartphone. If the SIM card is already installed, skip to step 6.



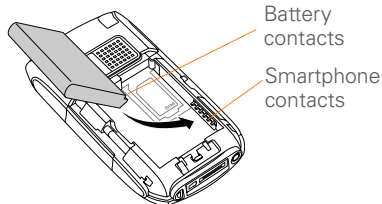
- 4 Align the notch on the SIM card with the notch in the SIM tray. Insert the notched end of the SIM card into the SIM tray, and then press the other end of the card until it falls into place.



- 5 Slide the SIM tray back into the slot inside the smartphone.



- 6 Align the metal contacts on the battery with the contacts inside the battery compartment, insert the battery into the compartment at a 45-degree angle, and then press it into place.



IMPORTANT Use the battery that came with your Treo 680. Do *not* use a battery from another Treo model in your Treo 680. Similarly, do *not* use the Treo 680 battery in another Treo model. Using a battery that is designed for another Treo model can damage your Treo 680. For info on

replacement batteries, see [Replacing the battery](#).

- 7 Slide the battery door onto the back of the smartphone until it clicks into place.
- 8 Your Treo screen wakes up and begins the setup process. When the language selection screen appears, select the language you want to use, and then follow the onscreen instructions to set up your Treo.

TIP If your Treo does not turn on, you need to connect it to the AC charger. If it still does not turn on after being connected to the AC charger for five minutes, then do a soft reset. See [Performing a soft reset](#).

IMPORTANT Always use the same language for your Treo, your computer operating system, and your desktop software. Otherwise, you may lose information or have difficulty with synchronization. Support is not provided for mismatched language setups.

TIP The power-saving feature turns off the Treo screen after a period of inactivity. To wake up the screen, press and release **Power/End**, and then press **Center** on the 5-way to turn off **Keyguard**.

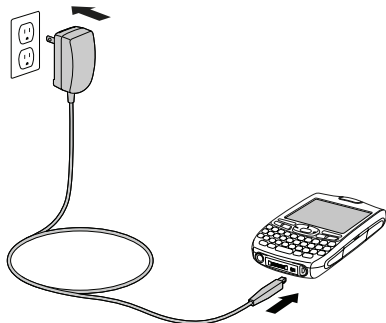
Charging the battery

The battery comes with a sufficient charge to complete the setup process and activate your phone. After activation, we recommend charging your smartphone for three hours (or until the indicator light is solid green) to give it a full charge. See [Maximizing battery life](#) for tips on maximizing the life of your Treo battery.

TIP To avoid draining the battery, charge your smartphone every day, especially if you use your phone often.

DID YOU KNOW? If your battery ever becomes fully drained, your info is still stored safely on your smartphone until you recharge the battery or connect your smartphone to a power source.

- 1 If necessary, connect the international adapter to the AC charger plug.
- 2 Plug the AC charger into a wall outlet.
- 3 Connect the charger cable to the bottom of your smartphone. Make sure the arrow on the connector is facing up, toward the screen.

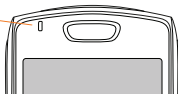


DID YOU KNOW? You can also trickle charge your smartphone without the AC charger by connecting it to your computer with the sync cable. However, it takes longer to charge the battery without the AC charger, and if your laptop isn't plugged into a power source, it can drain the laptop's battery. For the quickest charge time, use the AC charger.

TIP When trickle charging your smartphone with the sync cable, the indicator light may not turn on. To make sure the battery is charging, check the onscreen battery indicator.

- 4 To confirm that your smartphone is charging, check the indicator light on your smartphone.
- Solid red indicates that your smartphone is charging.
 - Solid green indicates that your smartphone is fully charged.

Indicator light



TIP If the battery is fully drained, it may take a few moments for the indicator light to turn on when you begin charging.

TIP If the indicator light does not turn on when you connect your smartphone to the AC charger, double-check the cable connection and the electrical outlet to which it is connected.

When your Treo is on (see [Turning your Treo 680 on and off](#)), the onscreen battery icon displays the charging status:



A red lightning bolt indicates that the battery is connected to a wall outlet and is charging.



A green lightning bolt indicates that the battery is connected to a wall outlet and is fully charged.

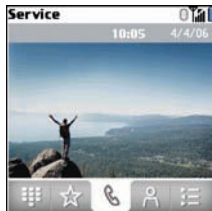


A partial battery without a lightning bolt indicates that the battery is not connected to a wall outlet and it has some power.



An almost empty battery that is red at the bottom indicates that you need to charge the battery immediately.

TIP To see exactly how much power is left in your battery, tap the onscreen **battery** icon.



Battery icon

Maximizing battery life

Battery life depends on how you use your smartphone. You can maximize the life of your battery by following a few easy guidelines:



IMPORTANT Use the battery that came with your Treo 680. Do *not* use a battery from another Treo in your Treo 680. Similarly, do *not* use the Treo 680 battery in another Treo. Using a battery that is

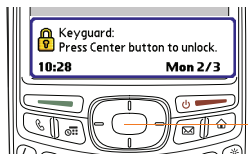
designed for another Treo can damage your Treo 680. For info on replacement batteries, see [Replacing the battery](#).

TIP You can buy an extra battery as a spare for long airplane trips or periods of heavy use. To purchase batteries that are compatible with your Treo 680, go to www.palm.com/treo680gsm.

- Charge your smartphone whenever you can. Charge it overnight. The battery has a much longer useful life when it is topped off frequently, rather than charging it after it is fully drained.
- The wireless features (phone, email, messaging, and web) and media features (camera, media players, eBooks, and games) of your smartphone consume more power than its organizer features. Speakerphone usage also consumes more power than using the earpiece. If you use the wireless, speakerphone, and media features often, keep an eye on the battery icon and charge when necessary.
- If you don't plan to use the wireless features on your Treo for a while, turn off your phone (see [Turning your phone on and off](#)) and let all calls be picked up by voicemail.
- As with any mobile phone, if you are in an area with no wireless coverage, your Treo searches for a signal, which consumes power. If you cannot move to an area of better coverage, temporarily turn off your phone. While your phone is off, you can continue to use the nonwireless features of your Treo.
- Turn down the screen brightness (see [Adjusting the brightness](#)).
- Decrease the settings in Power Preferences and turn off Beam Receive (see [Optimizing power settings](#)).
- Turn off the Bluetooth® feature if you're not using it. See [Connecting to a Bluetooth hands-free device](#).

Making your first call



- 1 Press **Phone** .
- 2 If prompted, press **Center**  to turn off **Keyguard** (see [Locking your keyboard \(Keyguard\)](#) for more info).




Center

TIP If **Check SIM Card** appears in the title bar, see [Inserting the SIM card and battery](#).


TIP If **No Service** appears in the title bar, you're outside a wireless coverage area. If you believe you are in a wireless coverage area and this problem persists, contact your wireless service provider for assistance.

- 3 Press **Left**  to select the **Dial Pad**  tab.
- 4 Tap the onscreen Dial Pad to enter the number you want to call.



- 5 Press **Send**  to dial the number.
- 6 If prompted, press **Center**  to select **Yes** and turn on your phone.

TIP If you are inside a coverage area and cannot complete a call, contact your wireless service provider for assistance.

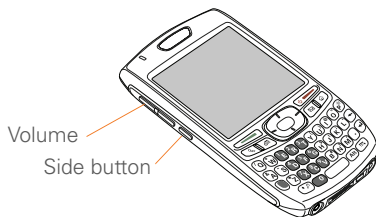
- 7 After you finish the call, press **Power/End**  to end the call.

Adjusting call volume



While a call is in progress, press the **Volume** button on the side of your smartphone to adjust the call volume.

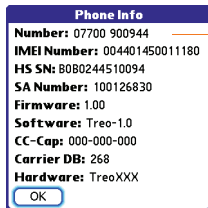
- To increase the volume, press the upper half of the **Volume** button.

- To decrease the volume, press the lower half of the **Volume** button.



What's my phone number?

- 1 Make sure your phone is on (see [Turning your phone on and off](#)).
- 2 Press **Phone** .
- 3 Press **Menu** .
- 4 Select **Options**, and then select **Phone Info**.



Look here for your phone number

TIP If your phone number doesn't appear in Phone Info, make sure your SIM card is properly inserted in your smartphone. If your phone number still does not appear in Phone Info, your wireless service provider may not support this feature. Look for your phone number on the plastic holder to which the SIM card was attached. If you still need assistance, please contact your wireless service provider.

Setting up your computer for synchronization

Why set up a connection between your smartphone and your computer? So you can synchronize. Why synchronize? Here are two good reasons:

- It's easier to enter names, phone numbers, and addresses using the big keyboard on your computer than the keyboard on your smartphone. Whether you enter or change information on your computer (using Palm® Desktop software or Microsoft Outlook for

- Windows) or on your smartphone, you automatically update the info in both places when you synchronize. So there's no need to enter the info twice.
- You have a backup copy of all your info. Should anything happen to your smartphone, your info still exists on your computer.

We strongly recommend that you synchronize your smartphone with your computer frequently to keep your information up-to-date (and backed up) in both locations.

Before you can synchronize, you need to install the desktop synchronization software and connect the sync cable to your computer.

System requirements

Your computer should meet the following minimum system profiles for Windows or Mac computers:

- Windows 2000 or XP (or later)
 - 32MB of available memory (RAM)
 - 170MB of free hard disk space
 - CD drive
- Available USB port
- Mac OS X version 10.2 or later
 - 128MB of total memory (RAM)
 - 190MB of free hard disk space
 - CD drive
- Available USB port

Upgrading from another Palm OS® device

NOTE If you are setting up your first Palm OS® device, skip ahead to [Installing the desktop synchronization software](#).

You can transfer all compatible applications and information from your previous Palm OS device—whether it's a handheld or a Treo—to your new Treo 680, so long as the space taken up by all the info you want to transfer is 64MB or less. This includes your calendar events, contacts, memos, and tasks, as well as your application settings and any compatible third-party applications and files.

When you install the desktop software from the Palm Software Installation CD, some third-party applications may be quarantined because they are not compatible with the Palm OS software

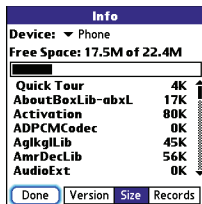
version 5.4.9 on your Treo 680. Quarantined files are not installed on your Treo 680, nor are they deleted; these files are placed in a new folder on your computer: C:\Program Files\Palm\<device name>\PalmOS5 Incompatible Apps. (Can't find a Palm folder in Program Files? Then look for a folder labeled palmOne or Handspring instead. For more info, see [I can't find my user folder.](#))

IMPORTANT Do not synchronize your Treo 680 with any *previous* versions of Palm Desktop software.

TIP We do not recommend using third-party utilities that back up your old device's information onto an expansion card and then transfer the info to your Treo 680. Such methods transfer all applications to your smartphone, including ones that are not designed to work with Palm OS version 5.4.9.

- 1 Calculate how much space your apps and info occupy on your *previous* Palm OS device:
 - In Applications View, open the menus.
 - Select **Info** on the **App** menu.

- At the bottom of the screen, select **Size**.



- Look at the numbers on the **Free Space** line and subtract the number on the left from the number on the right to calculate the space used. For example, on the device shown here, $22.4 - 17.5 = 4.9$. This means that 4.9MB of space is occupied on this device.
- 2 If the space occupied on your previous device is 64MB or less, then go to step 3. If the space occupied is greater than 64MB, then do any of the following to reduce the storage space you're using before you go to the next step:
 - Delete any third-party applications that you no longer use.

- Move large files, such as eBooks and images, to an expansion card.
 - Move third-party applications to an expansion card.
 - Purge old info in applications such as Calendar (Date Book), Tasks (To Do), and email. Refer to the documentation that came with your previous device for instructions on these items.
- 3** Synchronize your *previous* device with your *previous* desktop software to back up your information one last time.
- 4** Install the desktop synchronization software from your new Palm Software Installation CD (see [Installing the desktop synchronization software](#)).
- 5** During the installation process, sync your Treo 680 with your *new* desktop software as instructed. When prompted, do the following:
- Connect your Treo 680 to your computer (see [Connecting your smartphone to your computer](#)).
 - Indicate whether you want to sync only the info in your PIM apps (Calendar, Contacts, Memos, and Tasks) or all info and apps (excluding apps known to be incompatible).
- Select a device name for your Treo 680; be sure to select the same name that you used for your old device. (This is the name that appears in the User list in Palm Desktop software.)
- 6** **MAC ONLY** If you have pictures on your previous device, copy them from your previous device to an expansion card or beam them to your Treo 680.
- 7** If you plan to continue using your *previous* device, perform a hard reset on your *previous* device to remove its associated device name. (See the documentation that came with your *previous* device for instructions on performing a hard reset.) Each device you synchronize with your computer must have a unique name. The next time you synchronize your previous device with your computer, be sure to assign it a new name.
- If any third-party applications are quarantined during the installation, do not manually install them. Contact the third-party developer for software updates

and info about compatibility with your Treo 680.

TIP If you have trouble upgrading or finding quarantined files, see [Upgrading](#).

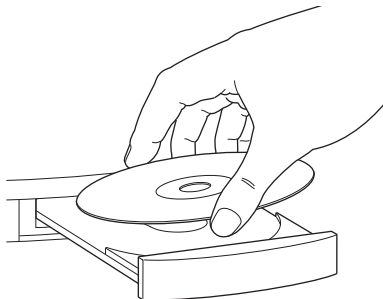
Installing the desktop synchronization software

IMPORTANT Even if you already own a Palm OS device and have installed a previous version of the desktop software, you *must* install the software from the Palm Software Installation CD that came with your Treo 680.

BEFORE YOU BEGIN If you are installing on a computer at work, make sure your computer is configured to let you install new software. Contact your company's IT department for help.

TIP If you want to sync info with applications other than Palm Desktop or Microsoft Outlook, you need to purchase additional third-party sync software. This sync software is sometimes called a *conduit*.

- 1 Close any applications that are currently running on your computer, including those that are minimized. Your computer needs to have all its resources available to install the software.
- 2 Insert the Palm Software Installation CD into the CD drive on your computer.



- 3 If you are installing on a Mac, double-click the **CD** icon on the desktop, and then double-click the **PalmSoftware.pkg** icon.
- 4 When the installation wizard opens, follow the onscreen instructions. Please

note these important points about the installation process:

- When the language selection screen appears, select the same language you selected on your Treo 680.
- **WINDOWS ONLY** You can choose which desktop software you want to use for synchronization:
Palm Desktop software or **Microsoft Outlook**.

NOTE Whether you select to synchronize with Microsoft Outlook or Palm Desktop software, Palm Desktop software is still installed on your computer. If you use Outlook as your desktop email application, select Outlook as your desktop synchronization software. Remember that when you enter information on your computer, enter it in the software you selected in this step.

- The install process prompts you to connect your smartphone to your computer. Go to the next section.

Connecting your smartphone to your computer

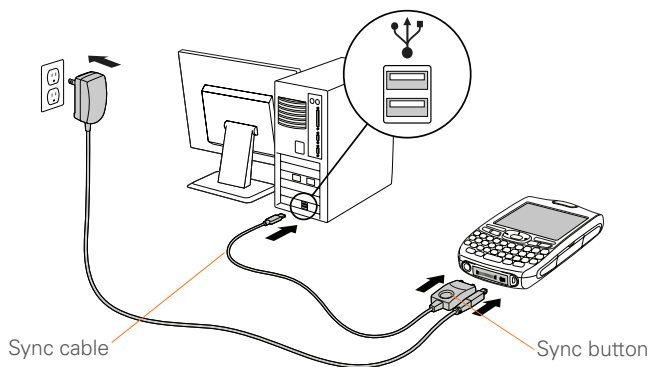
After you install the desktop software (see [Installing the desktop synchronization software](#)), you're ready to connect your smartphone to your computer.

BEFORE YOU BEGIN To set up your computer, you need the sync cable that came with your Treo 680.

- 1 If necessary, connect the international adapter to the AC charger plug.
- 2 Plug the AC charger into a wall outlet.
- 3 Plug the USB sync cable into an available USB port or a powered USB hub on your computer.

TIP For best performance, plug your sync cable directly into a USB port on your computer. If your computer has USB ports on both the front and back, we suggest using the back port; the front port is often a low-power port. If you use a USB hub, make sure the hub has its own power supply.

- 4 With the sync button facing up, connect the sync cable to the bottom of your smartphone. Do not press the sync button until you are instructed to do so.
- 5 Connect the charger cable to the bottom of your smartphone. You are now ready to synchronize; go to [Synchronizing information—the basics](#).



Synchronizing information—the basics

Synchronizing means that info you enter or change in one place (your smartphone or your computer) is automatically entered or changed in the other; so there's no need to enter the info twice. We strongly recommend that you sync your smartphone with your computer or corporate server frequently to keep your

info up-to-date (and backed up) in both locations.

The info from all the following applications is updated by default each time you sync your smartphone with your desktop software:



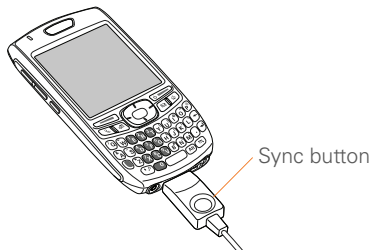
How each application syncs depends on your computer type and the desktop software you are using, as follows:

Computer type	Desktop software	What syncs and where
Windows	Microsoft Outlook	<ul style="list-style-type: none"> Calendar, Contacts, Memos, and Tasks sync with Outlook Pictures & Videos syncs with Palm Desktop
Windows	Palm Desktop	All apps sync with Palm Desktop
Mac	Palm Desktop	All apps sync with Palm Desktop

TIP For more sync options, including which apps sync, see [Synchronizing information—advanced](#).

BEFORE YOU BEGIN To sync your info, you must install Palm Desktop software from the Palm Software Installation CD that came with your Treo 680—even if you sync with Outlook or another third-party application. See [Installing the desktop synchronization software](#) for instructions.

- 1 Connect your Treo 680 to your computer, as described in [Connecting your smartphone to your computer](#).
- 2 Press the **sync** button on the sync cable.



Messages on both your computer and your smartphone indicate that synchronization is in progress.

- 3 Wait until you see the message on your smartphone that the HotSync operation is complete; then disconnect the sync cable. Do not disconnect the sync cable until you see this message.

TIP Problems synchronizing? See [Synchronization](#) for troubleshooting suggestions.

If you're finishing your initial setup, you now have the option to install bonus software from the Palm Software Installation CD. If you choose to install some of the bonus software, you need to sync again to install the software on your smartphone. You can also install bonus software later; see [Installing bonus software from the CD](#).

TIP For info on locating your pictures and videos on your computer, see [Viewing pictures and videos on your computer](#).



Moving around on your Palm[®] Treo[™] 680 smartphone

Have you ever been to a new city and felt a bit lost until you figured out that the numbered streets run north/south and the avenues run east/west? Learning to move around on your smartphone is similar. Most Palm OS[®] applications use the same set of controls. So once you learn how to use these controls on your Palm[®] Treo[™] 680 smartphone, you'll be driving all over town and you won't even need a map.

Benefits

- Find and open applications quickly
- Access extra features with menus
- Move around in applications with one hand, using the 5-way navigator
- Access many more characters and symbols than are displayed on the keyboard

In this chapter

Moving around the screen	27
Using the keyboard	31
Opening applications	35

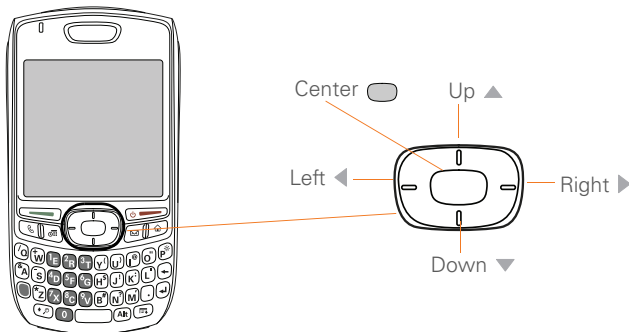
Moving around the screen

To move around the Treo 680 screen, you can use the 5-way navigator for one-handed navigation, or you can tap items on the screen with the stylus. With use, you will find your own favorite way to scroll, highlight, and select menu items.

TIP Some third-party applications may not work with the 5-way navigator, and you must use the stylus instead

DID YOU KNOW? In this guide, we use arrow icons to indicate directions on the 5-way. These are different from any onscreen arrows that you tap with your stylus or select with the 5-way to display pick lists.

The 5-way includes the following buttons:



Highlighting and selecting items

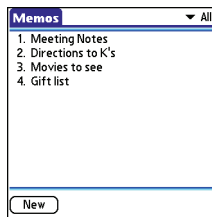
On most screens, one item—a button, a list entry, or a check box—is highlighted by default. The highlight identifies which item is affected by your next action. Use **Left** ◀, **Right** ▶, **Up** ▲, and **Down** ▼ on the 5-way to move the highlight from one item to another.

TIP If the item you want doesn't appear on the screen, try tapping the onscreen scroll arrows to view more info.

Learn to recognize the highlight. It can take two forms:


Border glow: When an entire screen, an onscreen button (such as Done, New, or OK), or a pick list is highlighted, a glow appears around its border. If an entire screen is highlighted, the glow appears at the top and bottom of the screen only.

TIP When a border appears at the top and bottom of a list screen, press **Center** on the **5-way** to highlight the first item in the list.

Colored background: When a phone number, text, an email address, a web link, or an item in a list is highlighted, the item is displayed as white text against a colored background. Examples of lists include the Contacts list, the Messaging Inbox, and the Tasks list.



After highlighting an item, you can select or activate it by pressing **Center** , or by tapping the item with the stylus.

TIP After you open an application (see [Opening applications](#)), experiment with using the 5-way to highlight various screen elements.


Highlighting text

You can use the stylus to highlight text on the screen.


- Tap and drag the stylus across the text you want to highlight.
- To highlight a word, double-tap it.
- To highlight a paragraph, triple-tap it.


Accessing command buttons

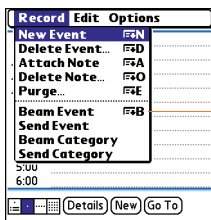
In most applications, command buttons such as New, OK, and Details appear at the bottom of the screen. In many cases, you can jump directly to these buttons instead of scrolling to them.

- From a list screen, such as the Memos list, press **Right** ► to jump to the first button.
- From a screen where you create or edit entries, such as Contact Edit, press **Center**  to jump to the first button.
- From a dialog box, such as Edit Categories, press **Up** ▲ or **Down** ▼ to scroll to the buttons.



Selecting menu items

Many applications have menus to give you access to additional features. These menus are usually hidden from view, but they appear when you press Menu . To get the most out of your smartphone, it's a good idea to familiarize yourself with the additional features available through the various application menus.

- 1 Press **Menu**  to display an application's menus.



Menu shortcut

- 2 Press **Right** ► and **Left** ◀ to switch between menus.
- 3 Press **Up** ▲ and **Down** ▼ to highlight a menu item.
- 4 Press **Center**  to select the menu item, or press **Menu**  to close the menu and cancel your selection.




TIP Most menu items have menu shortcuts listed in the menu. To use a menu shortcut, press **Menu** plus the shortcut letter. You don't have to see the menu item to use the menu shortcut. For example, when you're in Calendar, you can press **Menu + N** to create a new event.

Selecting options in a pick list

A range of options is often presented in a type of menu called a pick list, which can be identified by a downward-pointing arrow. Pick lists are different from the application menus previously described. The application menus give you access to additional features and pick lists let you select the contents for a particular field.

You can select items from a pick list with the 5-way or the stylus.

5-way: Use the **5-way**  to highlight the pick list, and then press **Center**  to display the items in the list.

- Press **Up**  and **Down**  to highlight the item you want.
- Press **Center**  to select the highlighted item.

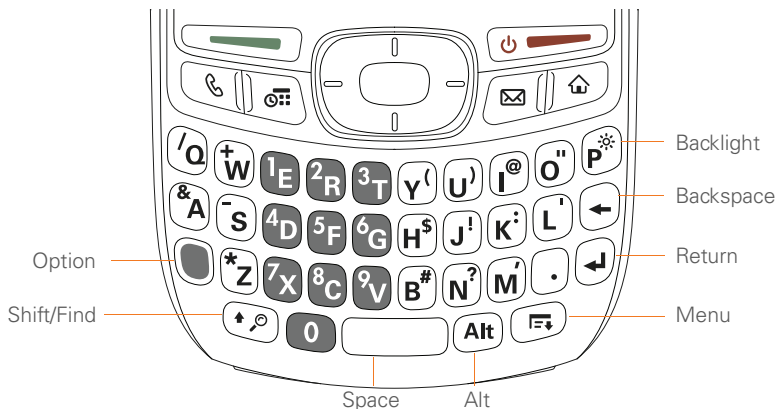
- To exit the pick list without making a selection, press **Left**  or **Right** .

Stylus: Use your stylus to tap the pick list.

- Tap the item you want from the list.
- To exit the pick list without making a selection, tap outside the list.



Using the keyboard











NOTE Your keyboard may have a different layout based on the country where you purchased your smartphone.

TIP When using the keyboard, most people find it easiest to hold the Treo with two hands and use the tips of both thumbs to press the keys.

DID YOU KNOW? The Treo 680 includes a keyboard backlight that turns on and off when the screen turns on or off. The backlight also dims when an active call lasts longer than a specified period of time. See [Optimizing power settings](#) to adjust the automatic shut-off and dimming intervals.

Entering lowercase and uppercase letters





- To enter lowercase letters, press the desired keys.
- To enter an uppercase letter, press **Shift/Find**  and then press a letter key. You don't need to press and hold **Shift/Find**  while entering a letter. When Shift is active, an up arrow  appears in the lower-right corner of the screen.
- To turn Option Lock on, press **Option**  twice. To turn it off, press **Option**  once. When Option Lock is on, the

- To turn Caps Lock on, press **Shift/Find**  twice. To turn it off, press **Shift/Find**  once. When Caps Lock is on, an underlined up arrow  appears in the lower-right corner of the screen.

Entering numbers, punctuation, and symbols


Numbers, punctuation, and symbols appear above the letters on the keys. To enter these characters, do one of the following:









- Press **Option** , and then press the key with the desired character shown above the letter. You don't need to press and hold **Option**  while pressing the second key. When Option is active, the symbol  appears in the lower-right corner of the screen.
- symbol  appears in the lower-right corner of the screen.

DID YOU KNOW? Some application views automatically default to Option Lock, such as the Dial Pad tab in the Phone application or the Calculator. In this case, you do not need to press **Option** to enter numbers.

Entering other symbols and accented characters

Symbols and accented characters that do not appear on the keyboard are available by using the Alt  key.

- 1 Enter the character that corresponds to the symbol or accented character you want. See the table on the next page.
- 2 Press **Alt** .
- 3 Press **Up** , **Down** , **Right** , or **Left**  to highlight the desired character.
- 4 Press **Center**  to insert the character.

DID YOU KNOW? Alternate characters are grouped by their similarity to the base key. For example, the alternate characters for the e key are é, è, ë, and ê.

Symbols and accented characters

Enter...	Then press Alt (Alt) to select...	Enter...	Then press Alt (Alt) to select...	Enter...	Then press Alt (Alt) to select...
a	á à â ã ä å æ	n	ñ	u	ú û ü û
A	Á Â Ã Ä Å Æ	N	Ñ	U	Ú Û Ü Û
b or B	ß	o	ó ò ô õ ö ø ò	x or X	x ø
c	ç ¢ ©	O	Ó Ò Ô Õ Ö Ø Õ	y	ý ÿ
C	Ç ¢ ©	p or P	¶	Y	Ý Ÿ
e	é è ê ê	r or R	®	!	¡
E	É Ê Ë Ê	s	ß š Œ	?	¿
i	í î ï	S	ß Š Œ	:	:-) :(-)
I	Í Î Ï	t or T	™	\$	€ £ ¥ ¢
I or L	£				

Press Alt **(Alt)** by itself, after a space or at the beginning or end of a line, to select these characters:

; _ • \ % = ° ÷ € £ ¥ ¢ [] { } < > « » © ® ™ ~ ^ ø | Œ

Opening applications

When you open an application using a quick button or Applications View, you automatically close the app you were previously using.

Using the quick buttons




The front of the Treo 680 has three quick buttons—Phone, Calendar, and Messaging—that open applications. The fourth button opens Applications View (see [Using Applications View](#)).


TIP You can customize the quick buttons yourself; see [Reassigning buttons](#) for details.









Each of quick button opens two applications:

- To access a button's primary application, simply press the button.

Button	Primary app
	Phone
	Calendar
	Messaging

- To access a button's secondary application, press **Option**  and then press the quick button.

Buttons	Secondary app
 + 	Web
 + 	Memos
 + 	Email

DID YOU KNOW? Pressing **Option + Menu** dims your smartphone screen.

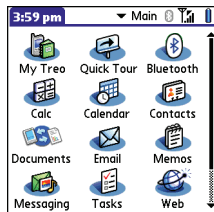
Using Applications View

You can access all available applications through Applications View.

1 Press **Applications** .


TIP If prompted, press **Center** on the 5-way to turn off **Keyguard** (see [Locking your keyboard \(Keyguard\)](#) for more info).

2 Use the **5-way** to highlight the application you want to use.



3 Press **Center** to open the selected application.

In Applications View, you can also do any of the following:

- Press **Applications**  repeatedly to cycle through various categories of applications. See [Applications settings](#) for more info on categories.
- Enter the first few letters of the application's name to highlight it. For

example, if you press **P**, it highlights Phone; if you then press **R**, it highlights Prefs. If you pause and then press **R**, it highlights the first application that starts with **R**.



Your phone

The Phone application is your home base for making and receiving calls and for storing info about the people you need to stay in touch with.

You can creatively manage multiple calls, such as swapping between calls, sending text messages to ignored calls, and creating conference calls with up to five callers. Your Palm® Treo™ 680 smartphone helps you perform all these tasks with ease.

And you can do more than manage your phone calls, too. You can send text messages, open applications, go to your favorite web pages, see your upcoming appointments, and even find out how many unread email messages you have.

Benefits

- Stay in touch—you choose how
- Save time with shortcuts to your favorite info
- Have fun: add wallpaper and ringtones

In this chapter

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Turning your Treo 680 on and off

NOTE Throughout this guide we use the term *smartphone* to describe your device and its physical aspects. We use the term *phone* to describe the feature of your Treo that lets you connect to your wireless service provider network to make and receive calls and transmit data.

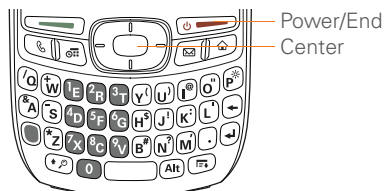
The phone and the screen of your Treo 680 can be turned off and on separately. This means that you can wake up the screen to use just the organizer features of your smartphone, without turning on the phone. Also, when the screen is turned off, the phone can be on and ready for you to receive and make calls.



Waking up the screen and turning it off

Wake up the screen and leave the phone turned off when you want to use only the organizer features of your Treo 680; for example, when you're on a plane and want to look at your calendar.

- 1 Press and release **Power/End**  to wake up the screen.

TIP You can also press any of the quick buttons or the **Applications** button to wake up your smartphone screen.




- 2 Press **Center**  to turn off **Keyguard**. For more info about turning Keyguard on and off, see [Locking your keyboard \(Keyguard\)](#).
- 3 Press and release **Power/End**  to turn off the screen and lock the keyboard.

TIP You can set how long the screen stays on. Press **Applications**, select **Preferences**, select **Power**, and then adjust the **Auto-off after** setting.

Turning your phone on and off


When your phone is on, it is connected to your wireless service provider's network (provided you are in a coverage area) so that you can make and receive phone calls and use wireless services, such as email, messaging, and the web browser. During initial setup, your phone is automatically turned on, so you can use wireless services right away.

If you turn off your phone, you can still use the organizer features such as Calendar and Contacts, as well as the media features such as Pocket Tunes and Pictures & Videos. You might hear this referred to as *flight mode* because you must turn your phone off when you're on a plane.


- 1 Wake up the screen.
- 2 Press and hold **Power/End**  to turn on your phone.

TIP If the Ringer switch is in the Sound On position, you hear a series of tones when you turn your phone on and off (see [Silencing sounds](#)).

You know your phone is on and that you're inside a coverage area when you


go to the Main tab of the Phone application and you see the **Signal Strength**  icon at the top of the screen.

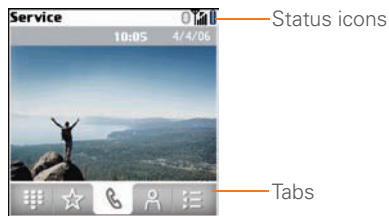
TIP If you're outside a coverage area, No Service appears in the upper-left corner and the indicator light flashes red.

- 3 Press and hold **Power/End**  again to turn off your phone.

You know your phone is off when you go to the Main tab of the Phone application and you see **Phone Off** at the top of the screen.

Opening the Phone application

Press **Phone**  to display the Main tab in the Phone application.





DID YOU KNOW? You can choose which tab appears when you press the **Phone** button. See [Customizing the Main tab in the Phone application](#) for details. If you change the default tab, you need to modify the steps in this chapter accordingly.

Making calls

There are several ways to make a call. Try them all to find out which way you like best.

Dialing using the onscreen Dial Pad

- 1 Press **Phone** .
- 2 Select the **Dial Pad**  tab.
- 3 Enter the phone number by tapping the onscreen Dial Pad with the stylus.


TIP Press **Backspace** to delete numbers you've entered. To cancel the call altogether, press **Phone** to return to the Main tab in the Phone application.



- 4 Press **Send**  to make the call.

DID YOU KNOW? You can paste numbers directly into the Dial Pad. Copy a number from another application, press **Phone** and select the **Dial Pad** tab. Open the **Edit** menu and select **Paste**. Press **Send** to dial the number.

Dialing using the keyboard

- 1 Press **Phone** .
- 2 Press the numbered keys to enter the phone number. (You don't need to press **Option**.)





- 3 Press **Send**  to make the call.

TIP After you enter a phone number, you can also press **Center** on the 5-way to select whether you want to make a phone call or send a text message to that number.

Dialing by contact name

You need to have names and numbers in your contact list before you can make a call by contact name. You can add contacts directly into your smartphone (see [Adding a contact](#)), but the fastest way to enter lots of contacts is to enter them in your desktop software and then synchronize to transfer them to your smartphone (see [Synchronizing information—the basics](#)). You can also import contacts from your

SIM card (see tip on [Viewing your SIM Phonebook](#)).


- 1 Press **Phone** .
- 2 Select the **Contacts**  tab.
- 3 Using the keyboard, just start entering one of the following for the contact you want to call:
 - First name (JOH for John)
 - Last name (SMI for Smith)
 - First initial and last name (JSM for John Smith)

For example, entering SM would display Smilla Anderson, John Smith, and Sally Martin. Entering JSM finds only John Smith.

Text appears here as you enter it



TIP To restart your search, press **Backspace** to delete letters you've entered. Or press **Phone** to return to the Main tab in the Phone application.




- 4 Select the *number* you want to dial.
- 5 Press **Send**  to make the call.


TIP To see more info for a contact, highlight the *name* and press **Center** on the 5-way to view the address, company, and other details.

DID YOU KNOW? If you want to be able to search for a contact by entering a name from the Main tab in the Phone application, you can change a setting to do that (see [Customizing phone settings](#)).

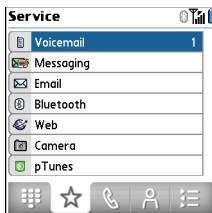
Dialing with a speed-dial favorite button

Your smartphone comes with a few predefined speed-dial favorite buttons, but you can also create your own favorites. See [Creating a speed-dial favorite button](#).

- 1 Press **Phone** .
- 2 Select the **Favorites**  tab.
- 3 Use the **5-way**  to highlight the speed-dial favorite you want.

Look for the  icon to distinguish a speed-dial favorite from other types of favorites.

TIP To view more favorite buttons, repeatedly press **Down** on the 5-way.



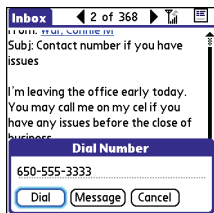
TIP You can see all the contact numbers for the selected person or business. Highlight a **speed-dial favorite** button and press **Space** on the keyboard.

- 4 Press **Send**  or **Center**  to make the call.

Dialing from a web page or message

Your Treo recognizes most phone numbers that appear on web pages or in text, email, or multimedia messages.



- 1 Select the phone number on the web page or in the message.






TIP If you can't use the 5-way or stylus to highlight and dial a phone number on a web page or in a message, it means that your Treo doesn't recognize the number as a phone number. You can still use the menus to copy and paste the number into the Dial Pad.



- 2 Press **Center**  to open the Dial Number dialog box.
- 3 Select **Dial** to make the call.

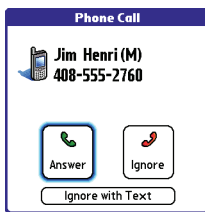
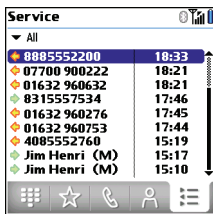
Redialing a recently called number

To dial the last number: Select the **Main**  tab, and then press and hold **Send**  to dial the last number you called.

To select from your most recently dialed numbers: Select the **Main**  tab, press **Send**  to open the Redial list, highlight the number you want to call, and then press **Send**  again to make the call.



To select from your call history list: Select the **Call Log**  tab, highlight the number you want to call, and then press **Send**  to dial the number.



DID YOU KNOW? You can send a text message from Contacts or your Call Log by highlighting a number, pressing **Center** on the 5-way, and then selecting **Message**.


TIP See a photo of the person calling you! Learn how to assign a caller ID photo in [Assigning a caller ID photo](#).

Receiving calls


To receive calls, your phone must be on. This is different from having only the screen turned on (see [Turning your phone on and off](#)). When your phone is off, your calls go to voicemail.

DID YOU KNOW? If music is playing and a call arrives, the music pauses automatically and resumes when you hang up or ignore the call.


To answer a call, do one of the following:

- Press **Send** .
- Select **Answer**.
- Press the **headset** button (if the headset is attached).

TIP The headset button may work differently on headsets other than the one provided with your smartphone.

NOTE Pressing **Phone**  silences the ringer, but it does not answer the call.


To ignore a call, do one of the following:

Send the call to voicemail: Press **Power/End**  or select **Ignore**.

Send the caller a text message: Select **Ignore with Text**. This option sends the call to voicemail and opens a text message addressed to the caller.

NOTE Sending text messages to land line phones may not be supported.

To silence the phone while it is ringing, do one of the following:


- Press any key on your Treo except Send, Power/End, or the 5-way.
- Slide the **Ringer switch** to the **Sound Off**  position. This immediately silences all system sounds, including the ringer.

DID YOU KNOW? When you silence the ringer while it is ringing, you can either answer the call or let it ring through to voicemail.

Using voicemail

Your wireless service may include voicemail. Keep in mind that airtime and other charges may apply when using voicemail from your phone.

Setting up voicemail

- 1 Press **Phone** .
- 2 Press and hold **1** to dial your wireless service provider's automated voicemail system.

TIP You can also access your wireless service provider's voicemail system by selecting the **Favorites** tab and then selecting the **Voicemail** favorite.

- 3 Follow the voice prompts to set up your voicemail.


TIP If you can't connect to your wireless service provider's voicemail system, contact your wireless service provider for assistance.

Voicemail notification

When you have a new voicemail message, you are notified with an Alert dialog box.



- To dismiss the Alert dialog box, select **OK**.
- To play the message, select **Listen**.

When you have messages that you have not listened to, a Voicemail  icon also appears in the title bar of the Phone application. You can also select this icon to listen to your voicemail.

Listening to voicemail messages

- 1 Press **Phone** .
- 2 Press and hold **1** to dial the voicemail system.

TIP You can also select the **Voicemail** favorite button to dial the voicemail system.

- 3 Enter your voicemail password using the keyboard.

TIP Remember, you don't need to press Option to enter numbers, *, or # during a call.

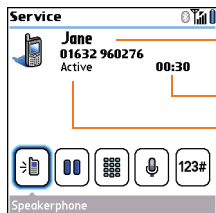
NOTE If you defined **Extra Digits** for the Voicemail favorite button (see [Editing a favorite button](#) for details), you can select this button to enter your password.

What can I do when I'm on a call?

When you make or receive a call, Active Call View appears.

TIP If the screen dims during a call, press any key except Send or Power/End to restore the screen brightness.

DID YOU KNOW? You can set how long the screen stays at full brightness during phone calls. See [Optimizing power settings](#) for details.




Caller's name and number

Call duration

Call status

Button label

Use the **5-way**  or stylus to select the onscreen buttons. Here's what the buttons do:



Turns on the speakerphone, which means that you and everybody around you can hear the call. (Of course, the caller can hear you as well.) The advantage is that you can check your calendar, look up contact info, take notes, and use other features during a call. This button is not available when you use a headset.



Turns off the speakerphone when it is on.



Replaces the Speakerphone button when you use a Bluetooth® hands-free device. Select this button to stop using the hands-free device and switch to holding your smartphone to your ear.



Puts a call on hold, and the call status changes to On Hold. To take the call off hold, select this button again.



Lets you make another call while the first call is on hold; see [Making a second call](#) for details. For info on handling a second incoming call, see [Receiving a second call \(call waiting\)](#).



Opens the Dial Pad so you can use it to dial additional numbers, such as an extension or a response to a voice prompt.



Dials any extra digits (such as a password or an extension) that you assigned to a speed-dial favorite button. See [Defining favorite buttons](#) for information on defining extra digits. This button disappears after you select it to dial the numbers.




Mutes the microphone so that you and the noise around you can't be heard on the other end. The call status changes to Muted. When you want to speak, be sure to select the Mute button again.

DID YOU KNOW? Do you accidentally press onscreen buttons when you're on a call? You can disable the screen's touch-sensitive feature during phone calls, see [Locking your screen](#).

Ending a call



Do one of the following:

- Press **Power/End** .
- Press the button on the headset (if the headset is attached).

Switching applications during a call

You can use your organizer apps and other applications while you're talking on the phone; so go ahead and check your calendar, or go to Memos and enter the driving directions your caller is giving you. You can even send text messages while you're on a call.

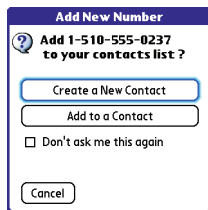
NOTE What you can't do, however, is make a data connection while on a call. This means that you can't browse the web or send or receive email or multimedia messages.

- 1 (Optional) If you want to continue talking while viewing another application, select **Speakerphone** or connect a headset (see [Using a hands-free device](#)).
- 2 Press **Applications** .
- 3 Select the icon for the application you want to open.
- 4 When you're ready to leave the app, open another app or press **Phone**  to return to Active Call View.

DID YOU KNOW? You can press **Phone** to toggle between Active Call View and the Main tab in the Phone app, so you can access other tabs, such as Contacts and Favorites, during a call.

Saving phone numbers

After you complete a call to a number that is not in your Contacts list, you are prompted to add the number to your Contacts list.






TIP You can turn the Add New Number prompt on and off. In Contacts, open the **Options** menu, and select **Preferences**. To turn this option on, check the **Ask to add unknown phone numbers after calls** box. To turn this option off, uncheck this box.

- To create a new contact entry for this number, select **Create a New Contact**, and enter the contact's info.
- To add this number to an existing contact entry, select **Add to a Contact**, and then select the contact. This pastes the number into the first available phone number field for that contact.
- To decline adding this number, select **Cancel**.




- To disable the Add New Number prompt, check the **Don't ask me this again** box, and then select **Cancel**.

If you don't add a number right away, follow these steps to add it later.


- Press **Phone** .
- Select the **Call Log**  tab.
- Highlight the number you want to save.
- Press **Menu** .
- Select **Add Contact**.
- Select **New** to create a new contact, or select **Add** to add this number to an existing contact.
- Enter the information for the entry, and then select **Done**.

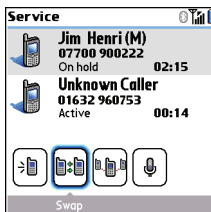
Making a second call


You can make a second call while your first call is still active.

- Dial the first number and wait until the person answers.
- Put the first call on hold by pressing **Send**  or selecting **Hold** .
- Select **Add Call** .
- Dial the second number.

NOTE To do this, you can use any of the methods described in [Making calls](#).

- When the **Dial another call** prompt appears, select **Yes**.
- Select **Swap**  to switch between the two calls.




- To end the active call, press **Power/End** .

DID YOU KNOW? When you hang up one call, you can continue your conversation with the remaining call.




Receiving a second call (call waiting)

When you are on a call, you can receive a second call and have separate conversations with each caller. When the second call comes in, you hear a call

waiting tone and the Call Waiting dialog box appears. You can do any of the following to handle the second call:

- To place the current call on hold and answer the new call, press **Send**  or select **Answer**.
- To send the new call to voicemail, select **Ignore**.
- To send the new call to voicemail and send the caller a text message, select **Ignore with Text**.


NOTE Sending text messages to land line phones may not be supported.

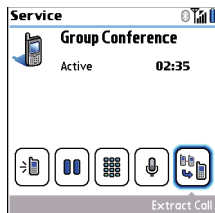
- To hang up the current call and answer the new call, press **Power/End** .
- To switch between the original call and the second call you answered, select **Swap**  or press **Send** .




Making a conference call

You can join a total of five other calls in a conference call, provided that your network and service plan include 6-way conferencing. Please contact your wireless service provider for more information. Additional charges may apply and minutes

in your mobile account may be deducted for each call included in the conference call.

- 1 While the first call is active, make a second call.
- 2 Select **Conference** . This joins you and the two calls in a conference call.





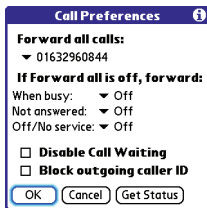
- 3 To add more calls to the conference, select **Hold** , dial another number, and then select **Conference**  to add the new call.
- 4 To end the conference, make sure the conference is the active call, and then press **Power/End** .

TIP If you want to continue a conversation with one of the people on a conference call, you can extract that call from the conference. Select **Extract Call** (the onscreen button on the far right), and then select the call you want to extract.

Forwarding all calls

You can forward all your calls to another telephone number. You can also selectively forward certain calls (see [Forwarding calls under certain conditions](#)). Please check with your wireless service provider about availability and pricing of forwarded calls, as additional charges may apply.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Call Preferences**.



- 4 Select the **Forward all calls** pick list.

- If the forwarding number appears in the pick list, select the number.
- If the forwarding number does not appear in the pick list, select **Edit Numbers**, and then select **New**. Enter a forwarding number, including the area code and country code if they are different from your mobile phone number. Select **OK**. Select the number you just entered, and then select **OK**.



- 5 Select **OK**.

TIP After you set the number you want to forward all your calls to, the call forwarding icon appears in the title bar (see [What are all those icons?](#)). We also recommend that you call your Treo 680 to confirm that your call forwarding settings work properly.




TIP To turn off forwarding for all calls, select **Off** from the **Forward all calls** pick list.

Forwarding calls under certain conditions

You can forward calls to another number when the line is busy, a call is unanswered, your smartphone is off, or you are outside a coverage area.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Call Preferences**.
- 4 Select the **Forward all calls** pick list and select **Off**.
- 5 Select any of the following pick lists:
When busy: Forwards calls if the phone is busy.
Not answered: Forwards calls if you do not answer.
Off/No service: Forwards calls when your smartphone is not connected to a mobile network.
- 6 If the forwarding number appears in the pick list, select the number. If the forwarding number does not appear in the pick list, select **Edit Numbers** and then select **New**. Enter a forwarding number, and select **OK**. Select the number you just entered.
- 7 Select **OK**, and then select **OK** again.

How many minutes have I used?

- 1 Press **Phone** .
- 2 Select the **Call Log**  tab.
- 3 Press **Menu** .
- 4 Select **Totals** from the **Record** menu.





Call Totals	
Usage since last reset:	
Home network:	16 min
Roaming:	0 min
Total:	16 min
<div>Done</div> <div>Reset Counters</div>	

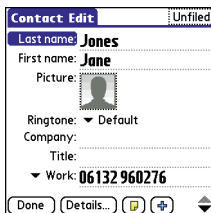
- 5 (Optional) To reset the counters to zero, select **Reset Counters**.
- 6 Select **Done**.

Entering names and phone numbers

Contacts is where you enter information about the people you want to stay in contact with. You can get to this info from the Phone application, to dial phone numbers and create favorites, and from the Messaging and email applications, to send messages. When you create a contact, you can also assign a photo and ringtone ID to that contact, so you know when they call you.

Adding a contact

- 1 Press **Phone** .
- 2 Select the **Contacts**  tab.
- 3 Press **Menu** .
- 4 Select **New Contact** from the **Record** menu.
- 5 Use the **5-way**  to move between fields as you enter info.



DID YOU KNOW? If you add a symbol at the beginning of a contact's last name, such as #Smith, the contact appears at the top of your contact list.

- 6 Do any of the following:

Add a caller ID photo: Select the Picture box. (See [Assigning a caller ID photo](#) for more info.)

Add a caller ID ringtone: Select the Ringtone pick list. (See [Assigning a caller ID ringtone](#) for more info.)

Place the entry in a category and mark it private: Select **Details**. (See [Working with private entries](#) for more info.)

Add a note to an entry: Select **Note**



Display additional fields for this contact: Select **Plus**

- After you enter all the information, select **Done**.

TIP Import contacts from your SIM card quickly and easily. In the Contacts list, open the **Record** menu and select **Import from SIM**.

Viewing or changing contact information

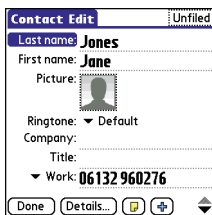
- Press **Phone** .
- Select the **Contacts** tab.
- Begin entering one of the following for the contact you want to view or edit:
 - First name (JOH for John)
 - Last name (SMI for Smith)
 - First initial and last name (JSM for John Smith)
- Select the *name* of the entry you want to open.

TIP To edit the entries on your SIM card you must either Import them into Contacts or press **Applications**, select **SIM Book**, and edit them in the phone book on your SIM card.

- Select **Edit**.
- Make changes to the entry as necessary, and then select **Done**.

Assigning a caller ID photo

- Press **Phone** .
- Select the **Contacts** tab.
- Open the contact you want to add the photo to (see [Viewing or changing contact information](#)).
- Select **Edit**.
- Select the **Picture** box and do one of the following:
 - Select **Camera** to take a photo and add it to this contact entry when you save the photo.
 - Select **Photos** and select an existing photo that you want to assign to this contact.





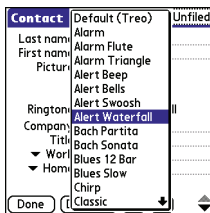
6 Select **Done**.

DID YOU KNOW? If you assign pictures to your contacts in Microsoft Outlook or Palm Desktop software and you install the desktop software from the Palm Software Installation CD, the pictures are automatically added to your contact entries on your smartphone when you sync. If you use third-party synchronization software, picture sync may not be supported. Check with the software developer for information.

Assigning a caller ID ringtone

Caller ID ringtones can let you know who is calling before you even look at your smartphone. This is a great way to identify calls from important people in your life and to screen calls that you'd prefer not to answer.




- 1 Press **Phone** .
- 2 Select the **Contacts**  tab.
- 3 Open the contact to whom you want to give a caller ID ringtone (see [Viewing or changing contact information](#)).
- 4 Select **Edit**.
- 5 Select the **Ringtone** pick list and select a tone for this contact entry.



6 Select **OK**.

TIP You can assign a ringtone to an entire category of contacts. For example, use a special ringtone for categories such as Family, Work, or Golf Buddies. Select the **category** pick list in the upper-left corner and select **Edit Categories**. Select the category, and then select **Edit**. Select the ringtone on the Edit Category screen.

Customizing Contacts

- 1 Press **Phone** .
- 2 Select the **Contacts**  tab.
- 3 Press **Menu** .
- 4 Select **Options**, and then select **Preferences**.
- 5 Set any of the following options:


Remember Last Category: Sets whether Contacts opens to the last category you selected.

Show SIM Phonebook: Sets whether SIM Phonebook appears as an option in the category pick list. When you check this box, you can view entries in the phone book on your SIM card.


Ask to add unknown phone numbers after calls: Sets whether you are prompted to add phone numbers that are not in your Contacts list after a call. You can add unknown numbers to an existing contact or create a new contact entry.

List By: Sets whether the Contacts list is sorted by last name or company name.

Deleting a contact




- 1 Open the contact you want to delete.
- 2 Press **Menu** .
- 3 Select **Delete Contact** from the **Record** menu, and then select **OK**.

Creating a business card for beaming

- 1 Create a new contact and enter your own business card info.
- 2 Open the contact entry containing your business card info.
- 3 Press **Menu** .
- 4 Select **Select Business Card** from the **Record** menu.

TIP After you create your business card, you can beam it to another device with an IR port—provided the device supports beaming with Palm OS® devices. Go to **Contacts** or the **Main** tab in the Phone application, open the **Record** menu, and then select **Beam Business Card**.

Viewing your SIM Phonebook

- 1 Press **Phone** .
- 2 Select the **Contacts**  tab.
- 3 Press **Menu** .
- 4 Select **Options**, and then select **Preferences**.
- 5 Make sure the **Show SIM Phonebook** box is checked.
- 6 Select **OK**.
- 7 In the Contacts list, select the **category** pick list at the top of the screen and select **SIM Phonebook**.

TIP If you imported contacts from your SIM card to Contacts, you may want to uncheck the **Show SIM Phonebook** box to avoid seeing duplicate entries.

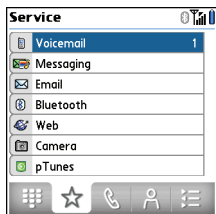
TIP Need to copy a contact to your phone book on your SIM card? In **Contacts**, select the contact you want to copy, open the **Record** menu, and then select **Export to SIM**.

Defining favorite buttons

Your Treo provides an unlimited number of favorite buttons for quick access to the following common tasks:

- Dialing a phone number (speed-dial)
- Opening an application
- Accessing a web page
- Addressing a message (text, MMS, or email)
- Accessing voicemail (preset on your Treo)

TIP Your wireless service provider may preset favorite buttons on your smartphone that are customized for their services.



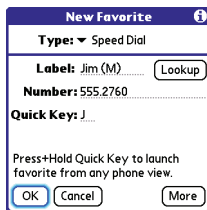
DID YOU KNOW? If you're upgrading from a Treo 600/650, most of your favorites should transfer from your old Treo along with your other info. However, you may need to rearrange the order in which your favorites appear by opening the **Record** menu and then selecting **Organize Favorites**. For more info about upgrading, see [Upgrading from another Palm OS® device](#).

Creating a speed-dial favorite button

- 1 Press **Phone** .
- 2 Select the **Favorites** tab.
- 3 Press **Menu** .
- 4 Select **New Favorite** on the **Record** menu.

5 Enter a label for the favorite:

- If the entry is for an existing contact, select **Lookup**. Start entering the last name of the contact, and select the contact when it appears in the lookup list.
- If the entry is for a new contact, enter the label, press **Down** ▼, and enter the number.



6 (Optional) Enter a Quick Key.

KEY TERM Quick Key A letter that you can press and hold to activate a favorite from any tab in the Phone app. For example, create a speed-dial button for your mother's number and enter the letter **M** for "Mom" as the Quick Key. Then when you want to call her, go to the Phone app and press and hold **M**. Your smartphone dials the number.

- 7 (Optional) Select **More**, and then select advanced options:

Extra Digits: Defines additional digits to dial, such as a password or extension. To enter a one-second pause, insert a , (comma) between digits. To add a longer pause, either enter more commas, or enter a **p** to add a 3-second pause.




Dial Extra Digits Automatically: Dials predefined extra digits immediately after dialing the phone number, when checked.

- 8 Select **OK**.




DID YOU KNOW? You can assign a special ringtone for a contact. See [Assigning a caller ID ringtone](#) for details.

Creating other types of favorite buttons

DID YOU KNOW? When creating a Message or Email favorite, you can enter multiple addresses; simply separate each address with a comma. This is an easy way to send messages to a group of people.

- 1 Press **Phone** .
- 2 Select the **Favorites**  tab.
- 3 Press **Menu** .
- 4 Select **New Favorite** on the **Record** menu.
- 5 Select the **Type** pick list and select **Application, Message, Email, or Web Link**.
- 6 Enter a label for the favorite and enter any other necessary information on the screen.
- 7 (Optional) Enter a **Quick Key**.
- 8 Select **OK**.




Editing a favorite button

- 1 Press **Phone** .
- 2 Select the **Favorites**  tab.
- 3 Highlight the favorite button you want to edit.
- 4 Press **Menu** .
- 5 Select **Edit Favorite** on the **Record** menu.
- 6 After you make your changes, select **OK**.

TIP To arrange your favorites, open the **Record** menu and select **Organize Favorites**. Highlight the favorite you want to move, and then press and hold **Option + Up** or **Down** to move the button to another position. Select **Done**.

Deleting a favorite button

TIP Some favorites, such as voicemail, cannot be deleted. If a favorite can't be deleted, the Delete button does not appear on the screen.

- 1 Press **Phone** .
- 2 Select the **Favorites**  tab.
- 3 Highlight the favorite button you want to delete.
- 4 Press **Menu** .
- 5 Select **Edit Favorite** on the **Record** menu.
- 6 Select **Delete**.
- 7 Select **OK**.

Using a hands-free device

If you need to use your phone while driving and this is safe and permitted in your area, use a phone headset (wired headset included) or car kit (sold separately) for hands-free operation. Using a hands-free device also makes it easy to check your calendar, look up contact info, take notes, and use other features during a call.

In addition to the headset included with your Treo, your Treo is compatible with the following types of hands-free devices that are sold separately:

- Wired headsets and car kits with a 2.5mm connector (3-pin or 4-pin)
- Wireless headsets and car kits enabled with Bluetooth 1.1 or 1.2 wireless technology

TIP The headset designed for Treo 180/270/300 is not compatible with your Treo 680.

Check the specifications for your hands-free device to confirm compatibility.

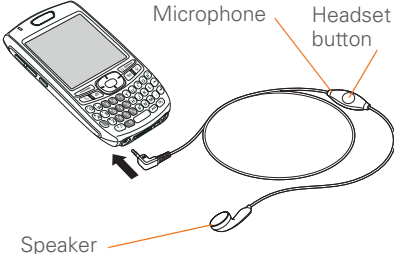
When in doubt, ask the manufacturer if the product is compatible with your Treo 680. To view a list of compatible Bluetooth hands-free devices, go to www.palm.com/treo680gsm-support.

NOTE You cannot use a hands-free device with Bluetooth wireless technology to listen to music files.

TIP To listen to music in stereo, you can purchase the Palm 2-in-1 Stereo Headset. If you want to use a stereo headset with a 3.5mm connector, then you need to purchase a stereo adapter. Visit www.palm.com/treo680gsm for more info on audio accessories.

Using a wired headset

When using the headset that is included with your smartphone, you can press the headset button to perform any of the following tasks:

- Swap between two calls (one on hold and one active)
 - Hang up the active call
- TIP** On other headsets, the headset button may work differently than the button on the headset included with your Treo 680.
- 
- Answer an incoming call
 - Answer a call-waiting call
 - Resume a call that you put on hold (not available when multiple calls are in progress)

Connecting to a Bluetooth hands-free device




KEY TERM Partnership Two devices—for example, your smartphone and a hands-free device—that can connect because each device finds the same passkey on the other device. Once you form a partnership with a device, you don't need to enter a passkey to connect with that device again. Partnership is also known as paired relationship, pairing, trusted device, and trusted pair.

Once you set up a partnership with a Bluetooth hands-free device, you can communicate with that device whenever it is turned on and within range. Bluetooth range is up to 30 feet in optimum environmental conditions. Performance and range may be reduced by physical obstacles, radio interference from nearby electronic equipment, and other factors.

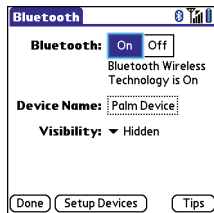
TIP If you hear a headset buzz or experience poor microphone performance, your headset may be incompatible with your Treo 680.

BEFORE YOU BEGIN Prepare your hands-free device to accept a connection

from another Bluetooth device. See the documentation that came with your hands-free device for instructions.

- 1 Press **Applications**  and select **Bluetooth**  or tap the **Bluetooth**  icon in the title bar.
- 2 Select **Bluetooth On**.

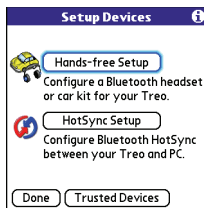
NOTE The Bluetooth icon changes from gray to blue to let you know that Bluetooth technology is turned on.



- 3 (Optional) Enter a device name that identifies your Treo 680 when it is discovered by other Bluetooth devices.

NOTE Use the same device name for all your Bluetooth connections. If you change the device name, you need to recreate any partnerships you already created.

- 4 Select **Setup Devices**.
- 5 Select **Hands-free Setup**.



- 6 Follow the onscreen instructions to create a partnership with the specific hands-free device. When prompted, enter a passkey.

IMPORTANT Some hands-free devices have a predefined passkey; if so, you can find the passkey in the documentation for that device. Other devices provide a screen where you enter a passkey that you make up. In either case, you must use the same passkey on both your smartphone and your hands-free device. We recommend that where possible, you make up a passkey of 16 alphanumeric characters (letters and numerals only) to improve the security of your smartphone. The longer the passkey,

the more difficult it is for the passkey to be deciphered.

- 7 After you finish setting up the device, select **Done** to return to Trusted Devices View.

NOTE For some car kits, you need to initiate a Bluetooth connection from your smartphone to complete the partnership process. To do this, highlight the car kit in Trusted Devices View, press **Menu** (⌵), and then select **Connect**.

- 8 (Optional) Enable advanced hands-free features by pressing the **multifunction** button (MFB) on the hands-free device.

You can tell the connection is successful when you see a light blue headset icon in the title bar of the Phone application. You can now use your Treo 680 with the Bluetooth hands-free device.

Using a Bluetooth hands-free device

After you create a partnership with your Bluetooth hands-free device and you turn it on within range (up to 30 feet), the Treo automatically routes all calls to the hands-free device instead of to the

earpiece on your Treo. When a call comes in, your smartphone rings and the hands-free device beeps. Even if you answer the call on your Treo, the call goes to the hands-free device. If you prefer to route calls to the earpiece on your Treo, you can change the settings on your smartphone to do this; see [Customizing advanced settings for your hands-free device](#) for details.

TIP If you're using a Bluetooth hands-free device and you want to return to the earpiece or a wired headset during a call, select **Cancel Bluetooth** in Active Call View. To return the call to the hands-free device, open the **Options** menu and select **Connect Bluetooth**.

The features of your hands-free device vary by model. Check the documentation for your hands-free device for details about these features. Your Treo 680 can support the following actions, provided that your hands-free device also supports them:



- Answer an incoming call
- Hang up a call and answer a call-waiting call

- Place a call on hold and answer a call-waiting call
- Hang up a single call
- Transfer an outgoing call from the earpiece on your Treo to the hands-free device
- Ignore an incoming call
- Redial the last number you called from the hands-free device

DID YOU KNOW? If you have more than one Bluetooth hands-free device, the last one you connected to becomes the active device. To switch between devices, turn off the active device before you try to connect to the other device.

Customizing advanced settings for your hands-free device

You can set whether your hands-free device automatically answer calls, provided the device supports this feature.

- 1 Press **Applications**  and select **Prefs** .
- 2 Select **Hands-free**.

- 3 Do one of the following:

To send all calls to your hands-free device: Check the **Always route calls to handsfree** box. Select the **Auto answer** pick list and select whether you want your hands-free device to automatically answer incoming calls and how quickly it answers.

To choose between the earpiece on your Treo and your hands-free device on a call-by-call basis: Uncheck the **Always route calls to handsfree** box. When the phone rings, you can answer the call with your hands-free device by pressing the multifunction button on your hands-free device, or you can answer the call with the earpiece on your Treo by using the controls on your smartphone (see [Receiving calls](#)).



- 4 Select **Done**.

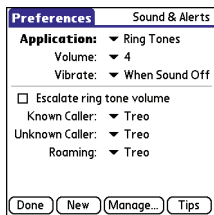
Customizing phone settings

DID YOU KNOW? You can download any compatible ringtone directly to your smartphone (see [Downloading files from a web page](#)). You can also download ringtones to your computer and then email them to your smartphone.

Selecting ringtones

You can set various tones for various types of incoming calls.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Sound Preferences**.
- 4 Select the **Application** pick list and select **Ring Tones**.



- 5 Select the **Volume** pick list and select the volume level.
- 6 Select the **Vibrate** pick list and select when you want your smartphone to vibrate for an incoming call.
- 7 (Optional) Check the **Escalate ring tone volume** box if you want the ring to play softly and then increase to full volume the longer it rings.
- 8 Select a ringtone from the pick list to identify each of the following:

Known Caller: An incoming call from someone in your Contacts or Favorites.

Unknown Caller: An incoming call from someone identified by caller ID who is not in your Contacts or Favorites. This includes callers that have blocked their caller ID.





Roaming: A special tone for incoming calls when you're outside your home mobile network. This tone overrides all other ringtones, unless you select No Sound.

9 Select **Done**.

DID YOU KNOW? You can assign a ringtone to a contact or an entire category of contacts.

Creating and managing ringtones

You can also record sounds and use them as ringtones.



- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Sound Preferences**.
- 4 Select **Manage**.
- 5 Do one of the following:
 - To record a sound, select **New**.
 - To play a sound, select it with the **5-way** .
 - To delete a sound, highlight it and press **Backspace** .
 - To send a sound, highlight it and select **Send**.

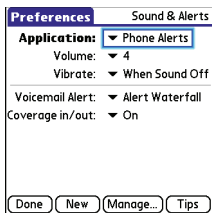
- 6 Select **Done** twice.

TIP You can also create a new sound by selecting **New** in Sound & Alerts Preferences.

Selecting Phone alert tones

You can set various tones for various types of alerts.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Sound Preferences**.
- 4 Select the **Application** pick list and select **Phone Alerts**.



- 5 Select the **Volume** pick list and select the volume level.

- 6 Select the **Vibrate** pick list and select when you want your smartphone to vibrate for a phone alert.
- 7 Select an alert tone from the pick list for each of the following:

Voicemail Alert: Plays when you have new voicemail.

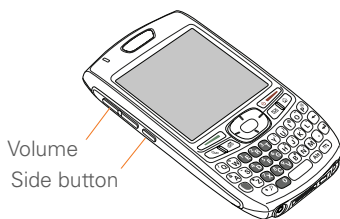
Coverage in/out: Plays when you move into or out of a coverage area.

- 8 Select **Done**.

Adjusting call volume

While a call is in progress, press the Volume button on the side of your Treo to adjust the call volume.

- To increase the volume, press the upper half of the **Volume** button.
- To decrease the volume, press the lower half of the **Volume** button.





Adjusting ringer volume

When a call is not in progress and music is not playing, press the **Volume** button on the side of your Treo to adjust ringer volume, and then press the **Side** button to confirm your selection.

Barring calls



Call Barring lets you prevent unauthorized calls on your smartphone. You must enter your Call Barring password every time you change your Call Barring preferences. Contact your wireless service provider if you do not know this password or if you need more information.

TIP Call barring may not be available in some areas.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Call Barring**.
- 4 Select the **Outgoing** and **Incoming** pick lists, and then select the type of calls you want to prevent.
- 5 Select **OK**.

Customizing the Main tab in the Phone application

Phone Display Options let you customize the appearance and entry mode of the Main tab in the Phone application.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Phone Display Options**.
- 4 Set any of the following options:

Wallpaper: Sets the wallpaper that appears on the Main tab in the Phone application. To change the wallpaper, select the thumbnail image and then select an image to use as wallpaper.

DID YOU KNOW? You can also set the background for Calendar Agenda View. See [Customizing display options for your calendar](#) for details.

Fade: Adjusts the intensity level of the wallpaper image.

Typing...: Sets whether typing in the Main tab in the Phone app displays the Dial Pad and enters numbers you want to dial, or whether it displays the Contacts tab and starts a contacts search.

TIP If you select the **Typing starts contacts search** option, you can still enter a phone number from the Main tab in the Phone app by pressing **Option** followed by the number.

Show Calendar event: Sets whether the current event from the Calendar application appears in the Main tab in the Phone app. When this option is enabled, you can then select this event to jump to the Calendar app.



Default View: Sets the tab that appears when you press **Phone** .



- 5 Select **OK**.

Setting your dialing preferences

Dialing preferences let you assign a prefix to your phone numbers. For example, you can automatically dial a 1 before all 10-digit phone numbers. You can add a different prefix based on the length of the phone number.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Dial Preferences**.
- 4 Set any of the following options:

Dialing from North America: Formats phone numbers using North American conventions (XXX-XXX-XXXX).

Always dial +1 in front of the area

code: Adds a 1 in front of 10-digit phone numbers. This option is available only when Dialing from North America is enabled.



To 7 digit numbers: Adds a prefix to 7-digit numbers. For example, enter your own area code to automatically add your area code when you dial local numbers.

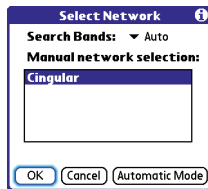
To (6), (5), (4), digit numbers: Adds a prefix to numbers with the specified number of digits. For example, if all the phone numbers in your office have the 408 area code and a 555 exchange, followed by a 4-digit extension, select **4** and enter the prefix **408555**. To call a colleague, simply dial your colleague's 4-digit extension; your smartphone automatically dials the rest and makes the call. You can also create contact entries with just the extension number and then dial the number from your Contacts list.

- 5 Select **OK**.

Manually selecting the wireless network

You may be able to search for other wireless network services in your current location.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Select Network** from the **Options** menu.
- 4 Select another network, if available.






- 5 Select **OK**.

Using TTY

A TTY (also known as TDD or text telephone) is a telecommunications device that allows people who are deaf or hard of hearing, or who have speech or language disabilities, to communicate by telephone.

Your Treo 680 is compatible with select TTY devices. You can connect a TTY/TDD machine to your smartphone through the headset jack, but you cannot use your headset jack with a headset while this mode is enabled. Please check with the manufacturer of your TTY device for connectivity information and to ensure that the TTY device supports digital wireless transmission.

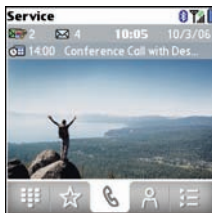
To use TTY, you may need to make additional arrangements with your wireless service provider. Please contact your wireless service provider's customer service department for more information.

- 1 Press **Phone** .
- 2 Select the **Dial Pad**  tab.
- 3 Enter **#*TTY**.
- 4 Press **Send** .
- 5 When a message appears indicating that TTY is enabled, select **OK**. To disable TTY, repeat these steps.

TIP A red **T** appears at the top of the Phone screen to indicate that TTY is enabled.

What are all those icons?

You can monitor the status of several items using icons in the title bar in the Phone application:



Service

Your phone is on and you are in your wireless service provider's coverage area. If you are outside a coverage area, No Service or No Service—SOS Only appears instead. No Service means that there is no coverage at all and No Service—SOS Only means that you can call only emergency numbers, such as 112. When you turn off your phone, Phone Off appears.



Call forwarding is active.



Your phone is on. The bars display the signal strength. The stronger the signal, the more bars that appear. If you are outside a coverage area, no bars appear.



Your phone is on and a GPRS or EDGE network is within range, but you are not actively transmitting data. You can still make and receive calls.




Your phone is on and a GPRS or EDGE data connection is active.



You have new voicemail messages. You can select this icon to retrieve your messages. If you have alternate line service (ALS), the left side is shaded when you have voicemail on line 1, and the right side is shaded when you have voicemail on line 2.



You have a new alert, such as a Calendar alarm or a new text message. To view the alert, press and hold **Center**  or select the icon. See [Viewing and using the alerts](#).



The Bluetooth wireless technology icon appears in gray when this feature is off, in blue when this feature is on, and in reverse blue when your smartphone is communicating with another Bluetooth device.



This icon replaces the Bluetooth icon when your smartphone is connected to a Bluetooth hands-free device. This icon appears in dark blue when a call is in progress and in light blue when a call is *not* in progress.



This icon replaces the Bluetooth icon when your smartphone is connected to your computer using a dial-up networking (DUN) connection.



Your battery is partially drained. When the battery drains to 20% of its capacity, the icon changes from blue to red. At 10% of its capacity, you begin to receive warning messages, and at 5% of its capacity, the smartphone beeps (if the Ringer switch is in the Sound On position) and the icon changes from red to clear.



Your battery is being charged. The lightning bolt turns from red to green when the battery is fully charged and your smartphone remains connected to the charger.



Your battery is fully charged and your smartphone is not connected to the charger.



You have new text or multimedia messages. The number next to the icon indicates the number of unread messages in your Inbox. You can select this icon to retrieve your messages.



You have new email messages. The number next to the icon indicates the number of unread messages in your Inbox. If you set up multiple email accounts on your smartphone, this number reflects only the account that you most recently accessed. You can select this icon to retrieve your messages.

KEY TERM GPRS (General Packet Radio Service) A mobile connectivity technology that provides persistent data connections. (Additional charges may apply.)

KEY TERM EDGE (Enhanced Data rate for GSM Evolution) An enhanced version of GPRS that delivers data speeds that are up to three times faster than standard GPRS connections. (Additional charges may apply.)

DID YOU KNOW? You can tap the **Bluetooth** icon to quickly turn Bluetooth wireless features on and off.

TIP To display the remaining battery power, tap the **battery** icon at the top of the screen.



Your email and other messages

You already know how efficient email and messaging are for staying in touch. Now your Palm® Treo™ 680 smartphone brings you a new level of convenience: email on the go. Enjoy the ease and speed of communicating with friends, family, and colleagues anywhere you can access your wireless service provider's data network.

You can send photos to your friends and family, or create Microsoft Word or Excel files and send them to your colleagues. You can also receive attachments to view and edit at your convenience.

Benefits

- Access email on the go
- Send and receive photos, sound files, Word and Excel files, and more
- Save messages from your computer to view at a convenient time

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Which email application should I use?

Your Treo 680 includes the VersaMail® application (called Email in Applications View), which you can use to access your corporate, personal, and fee-based Internet email. You can also access web-based email, like Yahoo! Mail or Hotmail, from the web browser on your Treo.

TIP An email application is not an email provider. An email application just transfers messages from an account that you have already set up with a provider.

KEY TERM Email provider The service you use to send and receive email. Your email provider's name appears between the @ symbol and the dot in your email address.

NOTE You must activate data services on your wireless service provider account before you can use email on your smartphone.

The VersaMail application

Before you can use VersaMail, you need to enter your email account settings. If you have multiple email accounts, you must enter settings for each email account.

After you enter your email account settings, see the *User Guide for the VersaMail Application* on your computer for info on sending and receiving messages and customizing your VersaMail settings.

Windows: Start>Programs>Palm

Mac: Insert the Palm Installation CD and click the link to the *User Guide for the VersaMail Application* in the **Documentation** folder.

How do I get started?

- 1 If either of the following is true, read the *User Guide for the VersaMail Application* on your computer:
 - You used the VersaMail application on your previous Palm OS® device, and

you want to transfer those settings to your smartphone.

- You plan to use VersaMail to access an email account on a Microsoft Exchange ActiveSync server, a Lotus Notes server, or a Microsoft MAPI server.
- 2 If your email provider is listed in the following table, then skip to [Setting up VersaMail to work with common providers.](#)

Australia: Bigpond Mail and OptusNet.

Belgium: Scarlet, Skynet, Swing, and Tiscali Belgium.

Brazil: UOL.

Canada: Rogers High Speed and Sympatico.

Denmark: Cybercity, Sonofon, TDC, and Tiscali.

Finland: TeliaSonera.

France: 9 Telecom, Cegetel, Club-Internet, Free, Freesurf, La Poste, Noos, Orange, SFR.net, Tele2, Tiscali, Wanadoo, and yahoo!.

Germany: debitel E-Mail, E-Plus imail, Freenet Email-Office, GMX eMail, T-online eMail, Vodafone eMail, and Web.de E-Mail.

Hong Kong: 1010, 3-DUALBAND-, Netvigator (IMS), and One2Free.

Ireland: o2 Ireland and Vodafone Ireland.

Italy: interfree, kataweb, libero, Tim, tin.It, and Tiscali.

Malaysia: Jaring and Maxis Net.

Mexico: Mensaje Telcel and yahoo!.

Netherlands: @Home, Chello, Het Net, Planet Internet, Tiscali, Wanadoo, XS4ALL, and Zonnet.

New Zealand: Vodafone NZ.

Norway: Telenor and Netcom.

Philippines: GlobeQuest and Pacific Internet - PH.

Singapore: Pacific Internet, Singnet, and StarHub.

Spain: Movistar, Telefonica, Terra.es, Vodafone, and Wanadoo.

Sweden: Bredbandsbolaget, Chello, Com Hem, Tele2, TeliaSonera Mail, Vodafone Euromail, and yahoo!.

Switzerland: Bluewin, GMX, green.ch, Orange, Sunrise (my), Sunrise Freesurf, SwissOnline, Tiscali, and yahoo!.

Taiwan: HiNet Umail.

Thailand: AIS Mail.

United Kingdom: Blueyonder, BT Internet, BT Openworld, BT Yahoo!, Clara.net, Demon, Freeserve, Lycos, NTL, O2, Orange, Pipex, Tiscali, UK Online, Virgin, Vodafone, Wanadoo, and yahoo!.



United States: AOL, Apple.Mac, AT&T Worldnet, Bell South, Cablevision, Charter, Comcast, CompuServe, EarthLink, Gmail, Mail.com, NetZero, Speakeasy, Verizon DSL, and Yahoo!.

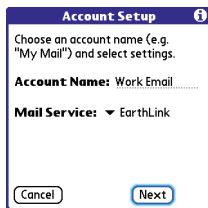
- 3 If your email provider's name is not listed, then you need to obtain the following info from your system administrator or ISP, and then skip to

Setting up VersaMail to work with other providers:

- Mail protocol: POP or IMAP
- Incoming and outgoing mail server names, such as mail.myisp.com
- Incoming and outgoing mail server port numbers, such as 110 (incoming POP), 143 (incoming IMAP), or 25 (outgoing POP or IMAP)
- (If necessary) Security settings: APOP, ESMTP, SSL

Setting up VersaMail to work with common providers

- 1 Press **Applications**  and select **Email**  to open the VersaMail application.
- 2 If prompted to select an initial setup option, select **Continue**.
- 3 Make up a name that describes this account and enter it in the **Account Name** field. For example, Work Email.
- 4 Select the **Mail Service** pick list, and then select your email provider, such as EarthLink, and then select **Next**.





- 5 Enter the username for your email account. Your username usually appears before the @ symbol in your email address.

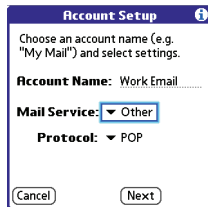
NOTE For some email providers, such as Gmail, your username is your entire email address. Check with your email provider if you are not sure what to enter as your username.

- 6 Select the **Password** box, enter your email account password, select **OK**, and then select **Next**.
- 7 Select **Next**, and then select **Done**.

TIP To enter settings for another email account, open the **Accounts** menu and select **Account Setup**.

Setting up VersaMail to work with other providers

- 1 Press **Applications**  and select **Email**  to open the VersaMail application.
- 2 If prompted to select an initial setup option, then select **Continue**.
- 3 Make up a name that describes this account and enter it in the **Account Name** field. For example, Work Email.
- 4 Select the **Mail Service** pick list, and then select **Other**.
- 5 Select the **Protocol** pick list, select **POP** or **IMAP** (based on the info you got from your system administrator or ISP), and then select **Next**.



- 6 Enter the username for your email account. Your username usually appears before the @ symbol in your email address.

NOTE For some email providers, such as Gmail, your username is your entire email address. Check with your email provider if you are not sure what to enter as your username.

- 7 Select the **Password** box, enter your email account password, select **OK**, and then select **Next**.
- 8 Enter your email address and the names of the incoming and outgoing mail servers, and then select **Next**.
- 9 If your system administrator or ISP provided port numbers or security settings, select **Advanced**, and then enter those settings.

TIP You can also select **Advanced** to set more options for incoming and outgoing messages.

- 10 Select **Done**.

Creating and sending messages

- 1 From the Inbox, select **New**.
- 2 Begin entering one of the following for the addressee:
 - Email address
 - First name
 - Last name

TIP If you enter address info that matches one or more of your contacts, VersaMail displays the matching contacts. To accept a suggestion, select the correct contact. To send to a different address, keep entering the email address or name.

- 3 Enter the subject and message text.

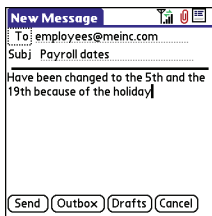
TIP To move between fields, press **Up** or **Down** on the 5-way.

- 4 Select one of the following:

Send: Connects and sends all messages immediately. If the message cannot be sent for any reason, the message is stored in your Outbox.

Outbox: Puts the message in the Outbox to send later.

Drafts: Saves the message so you can continue working on it at another time.



DID YOU KNOW? VersaMail makes up to five attempts to send a message; if it is still not successful, an alert message appears and you must try to manually send the message again.

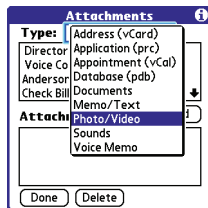
Adding attachments to your messages

You can attach several types of files to your email messages.

TIP To remove an attachment, select the file in the **Attachments** box, and then select **Delete**.

Attaching photos and videos


- 1 Create the message to which you want to attach the photo or video.
- 2 On the New Message screen, select the **red paper clip** icon in the upper-right corner.
- 3 From the **Type** pick list, select **Photo/Video**.



- 4 On the Select Media screen, select the **Album** pick list to go to the album containing the photo or video you want, and then check the box to the left of the photo or video.
- 5 Select **Done**.

TIP To attach more than one file to a message, repeat steps 3 and 4.


Attaching ringtones

- 1 Create the message to which you want to attach the ringtone.
- 2 On the New Message screen, select the **red paper clip**  icon in the upper-right corner.
- 3 From the **Type** pick list, select **Sounds**.

TIP Ringtones that are copy-protected appear in the Sounds application with a lock icon. You can use these ringtones on your phone, but you cannot send them as attachments.

- 4 Select the ringtone you want, and then select **Insert**.
- 5 Select **Done**.


Attaching Word, Excel, PowerPoint, and PDF files

- 1 Create the message to which you want to attach the file.
- 2 On the New Message screen, select the **red paper clip**  icon in the upper-right corner.

- 3 From the **Type** pick list, select **Documents**.

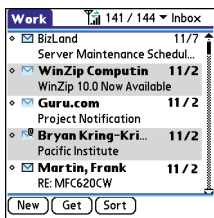
- 4 Select the file you want on the Documents screen.
- 5 Select **Done**.


Attaching other types of files

- 1 Create the message to which you want to attach the item.
- 2 On the New Message screen, select the **red paper clip**  icon in the upper-right corner.
- 3 From the **Type** pick list, select the type of file to attach—for example, **Address**, **Appointment**, or **Memo/Text**.
- 4 Select the item you want from the list in the **Type** box.
- 5 Select **Done**.

Receiving and viewing messages

- 1 From any mailbox, select **Get** or **Get & Send**.
- 2 From the Inbox, select the message you want to view.



- 3 If a large incoming message is truncated, select **More** .

TIP When viewing a message, tap the **scroll arrows** at the top of the screen to view the previous or next message.

- 4 Select **Done**.

Replying to or forwarding messages

When you respond to messages, you can select whether to include the original text (see [Customizing your email settings](#)).


DID YOU KNOW? The VersaMail application sends all messages as plain text only, with all HTML tags stripped, even if you are forwarding or replying to a message that was originally received as HTML.

- 1 From the Inbox or another folder, open the message you want to respond to.
- 2 In Message View, select **Reply**. Select whether to reply to just the sender or to reply to both the sender and all addressees on the message.
- 3 Enter your reply.
- 4 Select **Send**.

TIP You can also tap the folder icon to the left of the attachment name to open a menu of tasks you can do with the attachment, including View, Install, or Unzip, depending on the attachment file type; Save to card to save the attachment to an expansion card; or select **Viewer** to select the application you want to use to view the attachment.

Viewing attachments

There are a number of attachment types you can open with the built-in software on your smartphone (for example, Microsoft Word, Excel, PowerPoint, and PDF files; ringtones; and photos).


- 1 From any folder, open the message with the attachment you want to view. Messages with downloaded attachments appear with a **paper clip**  icon to the left of the message icon.

TIP If an attachment is not downloaded because it is larger than your maximum message size, the paper clip icon does not appear, and the attachment does not display at the bottom of the message screen. Select **More** to download and display any attachments.

- 2 Tap the attachment name at the bottom of the message screen to view it in the default viewer on your smartphone.



TIP You can also tap the folder icon to the left of the attachment name to open a menu of tasks you can do with the attachment, including View, Install, or Unzip, depending on the attachment file type; Save to card to save the attachment to an expansion card; or select **Viewer** to select the application you want to use to view the attachment.

- 3 When you finish with the attachment, select **Done** to return to the Attachments dialog box.

NOTE If there is no Done button, press **Applications**  and select **Email** to return to the account's Inbox.

Managing your messages

The status icons that appear near the messages in your Inbox indicate the following:

-  The message is unread when the subject appears in bold.
-  The message includes an attachment.



The message includes a meeting invitation.



This message has high priority.

You can rearrange the message list to make it easier to find and view messages.

- In the Inbox, select **Sort**, and then select one of the following: **Sort by Date**, **Sort by Name**, **Sort by Subject**.
- To quickly switch between folders in list view, select the **folder** pick list at the top of the screen and select the desired folder.

Deleting selected messages from the Inbox

When you delete a message from the Inbox, it moves to the Trash folder.

- 1 Select the bullet next to the icon of each message that you want to delete. To select adjacent messages, drag the stylus so it touches the bullet to the left of each message. Lift the stylus and drag again to select more adjacent messages.

- 2 Press **Menu**
- 3 Select **Delete** on the **Message** menu.
- 4 If a confirmation dialog box appears, select **OK** to confirm deletion.

TIP To delete a single message, select the **envelope** icon next to the message, and then select **Delete** from the list.

Deleting messages by date


You can quickly delete a group of messages by selecting a range of dates.

- 1 Press **Menu** .
- 2 Select **Delete Old** on the **Message** menu.
- 3 Select the folder and a date range for the messages you want to delete.
- 4 Select **OK**.
- 5 If a confirmation dialog box appears, select **OK** to confirm deletion.

TIP To empty (or purge) the Trash folder, open the **Message** menu and select **Empty Trash**.

Switching accounts

If you create more than one email account in VersaMail, you need to switch from account to account to get, send, and otherwise manage the messages in each account.

- 1 Press **Menu** .
- 2 Select **Accounts**, and then select an account.

DID YOU KNOW? If you assigned VersaMail to a quick button, you can press that button repeatedly to switch between your different email accounts.

Customizing your email settings

You can customize the VersaMail settings for each individual email account on your Treo. The preferences you set apply only to the email account you are currently viewing. If you have multiple accounts, configure each account separately.

You can set up a schedule to automatically retrieve email messages; set preferences for how and when messages are retrieved; add a signature to an outgoing message;

and more. For complete information on all of the email settings you can customize, see the *User Guide for the VersaMail Application* on your computer.

Windows: Start>Programs>Palm


Mac: Insert the Palm Installation CD and click the link to the *User Guide for the VersaMail Application* in the

Documentation folder.

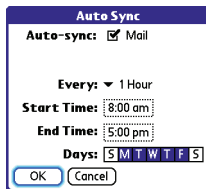
Scheduling Auto Sync

You can set up VersaMail to automatically download new email messages to your smartphone with the Auto Sync feature.

TIP You need to set up a separate Auto Sync schedule for each email account. This feature may not work with email accounts that require VPN connection.

- 1 Press **Menu** .
- 2 Select **Options**, and then select **Preferences**.

3 Select **Auto Sync**.



- 4 Check the **Auto-sync** box.
- 5 Select the **Every** pick list and select the time interval, from **5 minutes** to **12 hours**.

NOTE If you set a more frequent interval, you may need to recharge your Treo battery more often.

- 6 Select the **Start Time** and **End Time** boxes, and then select the hour, the minute, and AM or PM to enter the time for the first and last Auto Sync to take place. Select **OK**.
- 7 Select the days you want the schedule to be active. You can choose any number of days, but you can set up only one schedule for each email account.
- 8 Select **OK**, and then select **Get Mail**.

TIP After you set up a scheduled Auto Sync and select Get Mail, from then on, only new messages are retrieved during Auto Sync.

Selecting alert tones


When you schedule Auto Sync for a given account, you can choose a sound—such as a bird, a phone, or an alarm—to let you know when new email arrives.

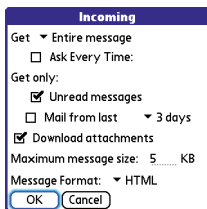
- 1 From any mailbox screen, press **Menu** (⌂).
- 2 Select **Options**, and then select **Preferences**.
- 3 Select **Alerts**.
- 4 Check the **Alert me of new mail** box.

TIP To receive notifications of successful Auto Sync retrievals only, uncheck the **Alert me of auto sync failures** box. Leave the box checked if you want to receive notifications of both successful and failed Auto Sync retrievals.

- 5 Select the **Alert Sound** pick list, and then select a sound. Your Treo plays a brief demo of the sound.
- 6 Select **OK**.

Setting preferences for getting messages

- 1 From any mailbox screen, press **Menu** .
- 2 Select **Options**, and then select **Preferences**.
- 3 Select **Incoming**.



- 4 Set any of the following preferences, and then select **OK**.

Get: Indicates whether to get message subjects only or entire messages.

Ask Every Time: Indicates if you want to see a dialog box for selecting subjects only or entire messages each time you retrieve email. If the box is unchecked, messages are retrieved according to the option you select in the Get pick list.

Unread messages (IMAP accounts only): Downloads only unread mail to your smartphone. If you don't check this box and you select Get & Send, all the messages on your mail server are downloaded to your Inbox, including messages you've read.

TIP The POP protocol does not support retrieval of unread mail only from the server. If you have a POP email account, VersaMail downloads all messages regardless of whether you have read them, and regardless of whether the Unread messages box is checked.

Mail from last: Gets messages sent within the number of days you specify.

Download attachments: Automatically downloads files attached to email, except for attachments that exceed the maximum message size.

Maximum message size: Sets the maximum size of an incoming email message. Enter the size in kilobytes (KB). The default is 5KB, but you can enter any size up to 2048KB [approximately 2 megabytes (MB)],


including attachments. The maximum message size that you can retrieve is 60KB for the body text and approximately 5MB of total data for any attachments.

Message Format: Sets the format for messages you retrieve.

- **HTML:** Displays messages sent in HTML format with basic formatting intact and displays other messages as plain text.
- **Text:** Displays all messages as plain text, regardless of the format in which they were sent.

Attaching a signature to a message

You can attach a personal signature, with info like your company's address and phone numbers, to the bottom of all messages you send.

- 1 From any mailbox screen, press **Menu** .
- 2 Select **Options**, and then select **Preferences**.
- 3 Select **Signature**.

- 4 Check the **Attach Signature** box.

- 5 Enter your signature information, and then select **OK**.

Working with Microsoft Exchange ActiveSync

Microsoft Exchange ActiveSync works with the VersaMail, Calendar, and Contacts apps on your smartphone to directly access corporate groupware information on a Microsoft Exchange 2003 server. You can synchronize business email, calendar, and contact info with the Exchange 2003 server from your smartphone without using a desktop computer.

When you create a Microsoft Exchange ActiveSync account in the VersaMail application, your email, calendar, and contact info sync directly with the Exchange Server; information does not sync with the desktop software application on your computer, such as Microsoft Outlook or Palm Desktop software. Other information that is stored on your computer, such as tasks and memos, continues to synchronize with your desktop software.

For complete info on using a Microsoft Exchange ActiveSync account, see the *User Guide for the VersaMail Application* on your computer.

Windows: Start > Programs > Palm

Mac: Insert the Palm Installation CD and click the link to the *User Guide for the VersaMail Application* in the

Documentation folder.

Messaging



You can use the Messaging application to exchange brief text messages (SMS) and multimedia messages (MMS) with other devices and email addresses that support these forms of messaging. Before you use your Treo to send or receive messages, refer to your service plan for pricing and availability of messaging services.

DID YOU KNOW? You can address messages to multiple recipients by separating the addresses with a comma. If you address a single message to three people, you will be billed for three messages.

Creating and sending a text message

Each text message can have up to 160 characters. Messages with more than 160 characters are automatically split into several messages. (If you send a text message to an email address, the email address is deducted from the 160-character count.)



DID YOU KNOW? You can page someone to call you by sending them a blank text message.

- 1 Press **Messaging** .
- 2 Select **New**.
- 3 Select the **To** field to address the message:
 - Press **Center** . If the recipient's name appears in the list of recent addresses, select it from the list.
 - If the recipient is in your Contacts list, enter the first initial and last name (no spaces), and then select the recipient's phone number or email address, depending on where you want to send the message.

- If the recipient's name isn't in the list of recent addresses or your Contacts list, enter the phone number or email address.

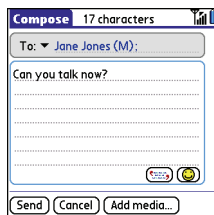
TIP If you see numbers when you expect to see letters (or the other way around), you need to turn Option Lock on by pressing **Option** twice or turn it off by pressing **Option** once.

NOTE Sending text messages to land line phones may not be supported.

- 4 Enter your message or select **QuickText**  to insert predefined phrases. To insert emoticons, select .

TIP To add a new QuickText phrase, select **Edit QuickText** from the list.

NOTE Some symbols can't be used in text messages. The Messaging application automatically replaces invalid characters.



5 Select **Send**.



TIP Select **Save as Draft** to save a draft of the message without sending it. To access the draft, select the **category** pick list at the top of the screen and select **Drafts**.

Creating and sending a multimedia message

KEY TERM Slide A collection of text, pictures, videos, and sounds that are grouped together within a multimedia message. During playback, all the items within a particular slide appear on the same screen. If a multimedia message contains multiple slides, each slide can be viewed separately during playback.

Multimedia messages consist of text, photos, videos, and sounds presented as one or more slides. You can include any of the following items:

Item	Supported File Types
Pictures	JPEG, GIF, WBMP
Videos	MPEG4, 3GGP, 3GPP2
Ringtones	MIDI
Sound clips	AMR, QCELP

- 1 Press **Messaging** .
- 2 Select **New**.
- 3 Select **Add Media**.
- 4 Select the **To** field to address the message with up to 25 addresses:
 - Press **Center** . If the recipient's name appears in the list of recent addresses, select it from the list.
 - If the recipient is in your Contacts list, enter the first initial and last name (no spaces), and then select the recipient's phone number or email address.

- If the recipient's name is not in the list of recent addresses or your Contacts list, enter the phone number or email address.

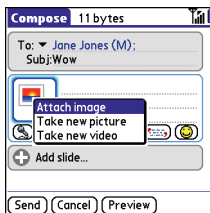
5 Enter a subject.

6 Select the image placeholder, and then select one of the following:

Attach image: Insert one photo or video from your smartphone or an expansion card.

Take new picture: Take a picture with the built-in camera and add it to the message.

Take new video: Capture a short video with the built-in camcorder and add it to the message.




TIP When creating a message, you can preview or delete an item. Highlight the item, press **Center** on the 5-way, and then select **Remove**, **View**, or **Play**.

- 7 (Optional) Select **Sound** , and then select one of the following:

Record new: Record a sound clip of up to 1 minute.

Attach voice memo: Select a memo you recorded in the Voice Memo application.

Attach ringtone: Select a ringtone.

- 8 Enter a text message or caption.
- 9 Select **Add slide** to insert additional slides.
- 10 (Optional) Select **Preview** to view the message as the recipient will see it.
- 11 (Optional) Press **Menu** , and then select **High Priority** from the **Compose** menu to mark the message as urgent.
- 12 Select **Send**.

DID YOU KNOW? You can send a contact or calendar entry. Select the entry, open the **Record** menu, select **Send**, and then select **Messaging**.

Receiving messages

When your phone is turned on and is in an area of wireless coverage, you automatically receive new text messages. For multimedia messages, you can set your smartphone to automatically download new messages or to notify you that a message is ready to be downloaded (see [Customizing your Messaging settings](#)). You can also configure how your smartphone notifies you when a new message arrives (see [Selecting Messaging alert tones](#)).

The new message alert may include any of the following buttons:

- **OK:** Dismisses the alert and places the message in your Inbox.
- **Reply:** Opens Chat View, where you can reply with a text message. To send an MMS reply, select **Add** from Chat View.

- **Call Back:** Dials the sender's phone number.
- **Go To Msg:** Opens the message so you can view its full contents.
- **Delete:** Moves the message from your Inbox to the Deleted folder.




TIP When you receive a message, you can also press **Send** to call the sender.

TIP If you have multiple alerts, the Alert dialog box displays all your pending alerts. Select an item's description to jump to that item, or check the box to clear that item. To view all your pending alerts from any screen on your smartphone, press and hold **Center** on the 5-way.


Using links in messages

When you receive a text message that contains a telephone number, email address, or URL, you can dial the number, send an email message, or go to the web page immediately.

- 1 Press **Messaging** .
- 2 Select the message that contains the link you want to use.
- 3 Select the phone number, email address, or URL (appears as underlined blue text).

Your Treo automatically launches the appropriate application from the link.

Viewing/playing a multimedia message

- 1 Press **Messaging** .
- 2 Select the message you want to view.
- 3 If there are sounds or multiple slides, playback begins immediately.
- 4 Do any of the following:
 - Use the onscreen controls to scroll to other slides and messages.



- To save a sound, press **Menu** (⌵), and select **Save Sound** from the **Message** menu. You can access saved sounds later by pressing **Applications** (⌵) and selecting **Sounds** (🔊) or **Voice Memo** (🗣️).
- To save a picture, press **Menu** (⌵), and select **Save Picture** from the **Message** menu. You can access saved pictures later by pressing **Applications** (⌵) and selecting **Pics&Videos** (📷).
- To copy the text, use the stylus to highlight the text, then press **Menu** (⌵), select **Edit**, and then select **Copy**.
- To stop playback of a message, select **Play/Stop**.

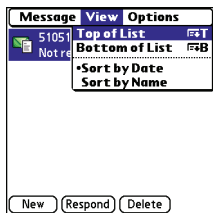
- To view message details, press **Menu** (⌵) and select **Message Details** from the **Message** menu.
- To save a calendar or contact entry, open the message details. You can access saved entries later by pressing **Applications** (⌵) and selecting **Calendar** (📅) or **Contacts** (👤) (depending on the type of entry you saved).

5 Select OK.


Arranging your messages

You can rearrange the messages in any folder by using the Sort command.

1 Press **Messaging** (📧).





- Select the folder list in the title bar and select the folder you want to sort.

- 3 Press **Menu** .
- 4 Select **View**, and then select **Sort by Name** or **Sort by Date**.

Deleting messages

You can delete several messages at once from any folder by using the **Purge** command.

TIP To delete an individual message, highlight it in the message list, and then select **Delete**.

- 1 Press **Messaging** .
- 2 Select the folder list in the title bar and select the folder that contains the messages you want to delete.
- 3 Press **Menu** .
- 4 Select **Purge** from the **Message** menu.
- 5 Select the **Purge** pick list, and then select an option.
- 6 Select **OK**.


Chatting with Messaging

DID YOU KNOW? You can send and receive text messages even while you are on a phone call. This is easiest when using a hands-free device or the speakerphone.

When you exchange more than one message with a single contact, the messages you exchange with that person are grouped into a chat session. When you select a chat session from your message list, the upper part of Chat View displays all messages you've exchanged with this contact, and the lower part provides an entry area.

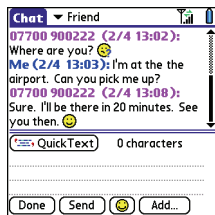
You can carry on multiple chats at the same time and easily switch between them, using the pick list at the top of the screen.

TIP To find a chat you had with someone, open your Messaging Inbox and select a chat session.

- 1 Press **Messaging** .
- 2 Do one of the following:

Start a new chat: Select a message and reply to it.

Continue an existing chat: Select a message that displays the **Chat** icon.





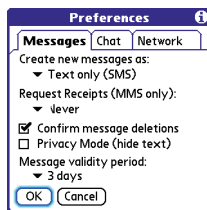
- 3 Enter your message.

TIP Pale gray text indicates that a message is pending or enroute.

- 4 Select **Send**.

Customizing your Messaging settings

- 1 Press **Messaging** .
- 2 Press **Menu** .
- 3 From the **Options** menu, select **Preferences**.
- 4 On the **Messages** tab, set any of the following preferences for your individual messages:



Create new messages as: Indicates whether text or multimedia messaging is the default format for a new message.

Request Receipts (MMS only):

Indicates whether you want to receive a confirmation when an outgoing MMS message is delivered.

NOTE If your wireless service provider supports delivery receipts for text messages, an additional setting appears here.

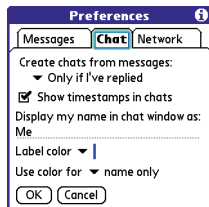
Confirm message deletions: Indicates whether you want deletion confirmation prompts to appear.

Privacy Mode (hide text): Indicates whether you want the body text to

appear in the alert when you receive a new message, or whether you want the alert to hide the text and prompt you to go to the message.

Message validity period: Indicates how long you want an outgoing message to be valid.

- 5 Select the **Chat** tab and set any of the following preferences for chat sessions.



Create chats from messages: Indicate when you want to group messages from the same person into a chat.

Show timestamps in chats: Indicate whether you want to see the local date and time the message was sent next to each message.

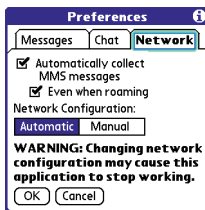
Display my name in chat window as:

Enter the name you want to use as the label for your messages in Chat View.

Label color: Select a color to differentiate your messages from the sender's messages while in Chat View.

Use color for: Indicate whether you want both your name and message text in the selected label color, or only your name.

- 6 Select the **Network** tab and set any of the following preferences for network connections.



Automatically collect MMS

messages: Indicate whether you want to download multimedia messages automatically.

Even when roaming: Indicate whether you want to automatically receive multimedia messages while roaming.



Network Configuration: Indicate if you want to use Automatic or Manual message retrieval. If you select Manual, select **Edit** and enter your wireless service provider's settings.

NOTE We recommend that you do not change the Network Configuration settings.

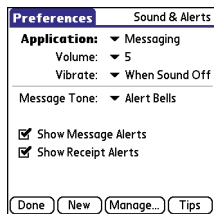
- 7 Select **OK**.

Selecting Messaging alert tones

DID YOU KNOW? Your Treo includes a silent alert that can vibrate even when the Ringer switch is set to Sound Off.

- 1 Press **Messaging** .
- 2 Press **Menu** .

- 3 Select **Options**, and then select **Alerts**.



- 4 Select the **Application** pick list and select **Messaging**.
- 5 Select the **Volume** pick list and select the volume level.
- 6 Select the **Vibrate** pick list and select when you want your smartphone to vibrate.
- 7 Select the **Message Tone** pick list and select a tone for incoming message alerts for a message alert.
- 8 Check the boxes if you want to see onscreen alerts when a new message arrives and when a message you sent is received.
- 9 Select **Done**.

What are all those icons?

TIP By default, the Messaging app shows the Inbox folder. To view a different folder, select the folder list in the title bar and select a different folder from the list.

The message descriptions in the Inbox, Outbox, and Sent folders show the message status:

- Unread messages appear in bold.
- Read messages appear in plain text.
- Urgent messages appear with a red exclamation point (!).

The following icons show the message type and additional status info:



A text message



A chat session



A multimedia message that is ready for you to download



A multimedia message that is fully downloaded



A multimedia message that is fully downloaded and contains sound



A voicemail page



A message that is waiting to be sent



A receipt, which you requested, confirming delivery of the message



An outgoing message with an error

DID YOU KNOW? If you are outside a coverage area or if your phone is turned off, outgoing messages go into the Outbox. When you return to a coverage area or turn your phone on, your pending messages are automatically sent and transferred to the Sent folder.



Your connections to the web and wireless devices

You use the web for many things: driving directions, shopping, news, web-based email. Now, with your wireless service provider network and the built-in web browser, you can take the web with you almost anywhere.

The built-in Bluetooth® feature of your Palm® Treo™ 680 smartphone helps you easily set up wireless connections to a number of devices, so you can enjoy the convenience of cable-free connectivity. You can also use your smartphone to connect your computer to the Internet and to share contacts or your favorite photos with other people.

Benefits

- Carry the web with you
- Store web pages for offline viewing
- Connect to Bluetooth headsets and car kits
- Connect your computer to the Internet through your smartphone

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Web browser

The Blazer® web browser on your Treo provides quick and easy access to web pages. You can view most sites you use on your computer, including those with security and advanced features, such as JavaScript and frames. To browse the web, you must activate data services from your wireless service provider.

DID YOU KNOW? The security certificates and 128-bit Secure Sockets Layer (SSL) encryption let you visit secure websites, like ones for banking and using email. Some secure sites also require specific browsers, so those may not work with your web browser.

DID YOU KNOW? The web browser supports JavaScript, SSL strong encryption, and cookies, but does not support plug-ins (such as Flash or Shockwave) or Java applets.

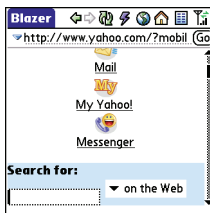
Viewing a web page

To make viewing web pages on your Treo a better experience, the web browser reformats web pages into a single column and resizes images. In this format—called Optimized Mode—you can see most

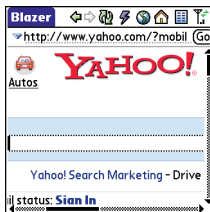
content without scrolling left or right. You can also switch to Wide Page Mode if you like.



DID YOU KNOW? You can send email from a web page on your Treo. Email addresses appear as links on web pages. After you configure an email application on your Treo, you can select an email address link to create a message to the selected address.

Optimized Mode



Wide Page Mode




- 1 Press **Applications**  and select **Web**  to open the Blazer web browser. If necessary, select **Yes** to turn on your phone, and **Yes** to connect to the Internet.

If you do not see either of these icons







in the title bar, data services are not available in your current location and you cannot connect to the Internet.

- 2 Enter a web page address (URL) in the **Address Bar** and select **Go**.




NOTE If you browse to a secure web page, a **lock**  icon appears in the Address Bar.


- 3 Do any of the following to navigate within the web page:

View a page in wide layout format (as on your computer): Press **Menu** , select **Options**, and then select **Wide Page Mode**.

Scroll through the page: In Optimized Mode (the default format) press **Up**  or **Down** . In Wide Page Mode, use all buttons on the **5-way**  to scroll in any direction.

Follow a link to another web page: In

Optimized Mode, highlight the link by pressing **Left**  or **Right**  and then press **Center**  to go to the selected page. In Wide Page Mode, use the stylus to select a link.

Submit a form: Enter the info and then select the onscreen button to submit the form. If the form doesn't have an onscreen button, press **Return** .

TIP To adjust the font size, open the **Options** menu and select **Font**. To fit more text on the screen, select **Small**. To make the text easier to read, select **Large**.

- 4 Use the **5-way**  to access any of the following icons in the title bar:



Goes to your home page.



Opens a dialog box where you can enter a web address or view a list of recently viewed web pages.



Goes back in order through pages you viewed.



Goes forward in order through pages you viewed.



Gets the latest version of the current web page. This is sometimes called *refreshing* the web page.



Opens a list where you can select Fast mode (no images or style sheets) or Normal mode (with images and style sheets).

Creating a bookmark

With bookmarks, you can instantly access a web page without entering the address every time. The web browser can store up to 100 bookmarks or saved pages, allowing you to open your favorite web pages quickly. Note that a bookmark is different from a saved page and different from a favorite (see [Defining favorite buttons](#)).

DID YOU KNOW? The predefined bookmarks take you to pages that are optimized for your Treo.

- 1 Go to the page you want to bookmark.
- 2 Press **Menu** (M).
- 3 Select **Add Bookmark** from the **Page** menu.

- 4 Change the entries in the **Name** and **Description** fields.
- 5 Select **OK**, and then select **OK** again.

Saving a page

You can use the web browser to save a page for offline viewing, so you don't need a wireless connection to view it later.

- 1 Go to the page you want to save.
- 2 Press **Menu** (M).
- 3 Select **Save Page** from the **Page** menu.
- 4 Select **OK**, and then select **OK** again.

Viewing bookmarks or saved pages

Bookmarks and saved pages both appear in Bookmarks View. Saved pages are indicated by a small triangle in the upper-right corner of the bookmark.

DID YOU KNOW? You can make Bookmarks. View the default view when you open the browser. Open the **Options** menu and select **Preferences**. Select the **Start With** pick list and select **Bookmarks**.


- 1 Select the **Bookmarks View**  icon.



- 2 Select the bookmark or saved page you want to view.

TIP To go back to the last web page you viewed without selecting a bookmark, select **Page View**.

Editing or deleting a bookmark or saved page

- 1 In Bookmarks View, press **Menu** .
- 2 Select **Edit Bookmarks** from the **Bookmarks** menu.
- 3 Select the bookmark you want to edit or delete.

TIP If you can't edit, delete, or beam a bookmark, it is probably locked and these actions are prohibited.


- 4 Enter the desired changes or select **Delete**.
- 5 Select **OK**.

Arranging bookmarks and saved pages

Bookmarks View has ten pages where you can store and arrange bookmarks and saved pages in a way that works for you. For example, you can store travel links on one bookmark page, stock links on another, and business links on a third page.

- 1 In Bookmarks View, press **Menu** .



- 2 Select **Edit Bookmarks** from the **Bookmarks** menu.
- 3 Enter a title for this page of bookmarks.
- 4 Use the stylus to drag and drop a bookmark into the desired slot. You can move a bookmark within the current page or move it to a different bookmark page by dragging and dropping it on one of the **Bookmark Page**  icons at the bottom of the screen.
- 5 Select **OK**.

Downloading files from a web page


The web browser lets you download files that are recognized by one of the applications on your Treo 680. When you download a file, you can open it in the application that recognizes the file. For

example, if you download an MP3 file, you can listen to it later in the Pocket Tunes™ application. If a file is not recognized by any application on your Treo 680 you cannot open it on your Treo. You can, however, download the file to an expansion card, transfer it to your computer using an expansion card reader (sold separately), and view it on your computer.

You can download files such as new applications and choose to play or save music and video files in many popular formats—provided that the website permits the downloading of files:

Item	Supported File Types
Pictures	JPEG, WBMP, GIF, animated GIF
Videos	MP4, 3G2, ASF, WMV
Ringtones	MIDI, AAC
Music	MP3, WMA



TIP You can also access software and other downloads using the Downloads bookmark.

- 1 Go to the page with the link to the file you want to download.
- 2 Do one of the following:
 - In Optimized Mode, press **Left** ◀ or **Right** ▶ to highlight the link to the file, and then press **Center** .
 - In Wide Page Mode, tap the link with your stylus.
- 3 If prompted, select what you want to do with the file: **Play**, **Save To Device**, or **Save To Card**.
- 4 Select **Yes**.






TIP You can also save an image from a web page by tapping and holding it with the stylus.

Streaming files from a web page

The web browser lets you stream files that are recognized by one of the applications on your Treo 680. For example, you can choose to play music and video files in many popular formats (MP3, WMA, WMV).



- 1 When the web browser recognizes streamed content on a web page, it displays a **Play**  icon. To view or listen to the streamed content, select **Play** .

TIP The web browser recognizes streamed content that is not supported by any of the applications on your Treo 680, and it displays a Media type not supported message.

- 2 Once streaming begins, playback starts automatically. Use the following controls when viewing or listening:
 - Select  to return to the web page containing the streamed content.
 - Select  or press **Center**  to pause playback.
 - Select  or press **Center**  to resume playback after pausing.
 - A few seconds after playback begins, the toolbar is hidden and you can view the content on the full screen. Press **Up** ▲ or **Down** ▼ to display the toolbar; press **Up** ▲ or **Down** ▼ again to hide the toolbar again.
 - Press the **Volume** button on the side of your smartphone to adjust the volume.

Copying text from a web page


You can copy text from a web page and paste it into other applications.

- 1 Use the stylus to highlight the text you want to copy.
- 2 Press **Menu** .
- 3 Select **Edit**, and then select **Copy**.
- 4 Go to the app in which you want to paste the text and position the cursor where you want to paste the text.
- 5 Press **Menu** .
- 6 Select **Edit**, and then select **Paste**.

DID YOU KNOW? If the web browser does not recognize a phone number as dialable, you can copy the phone number (as text) and paste it into the Dial Pad (see [Dialing from a web page or message](#)).

Returning to recently viewed pages

The History list stores the addresses of the last 100 pages you visited. Items in the History list are sorted chronologically.


- 1 In Page View, press **Menu** .
- 2 Select **History** from the **Page** menu.
- 3 Select the web page you want to load.

Finding text on a web page

- 1 In Page View, press **Menu** .

- 2 Select **Find Text on Page** from the **Page** menu.
- 3 Enter the text you want to find.
- 4 Check or uncheck the **Wrap Search** box to indicate whether you want the search to wrap from the end of the page to the beginning when the end is reached.
- 5 Select **Find** to start the search.

Customizing your web browser settings

- 1 In Page View, press **Menu** .
- 2 Select **Options**, and then select **Preferences**.
- 3 Select **Page** and set any of the following preferences:



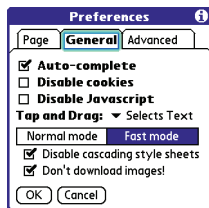
Start With: Determines which view appears when you open the browser.

Home Page: Sets the page that appears when you select .

Restore Default: Selects the original home page, if you changed it.

Show Address Bar: Sets whether the web address appears in Page View. When it is visible, you can select the pick list to go to a previously viewed page or enter a URL directly from Page View.

- 4 Select **General** and set any of the following preferences:



Auto-complete: Determines whether the web browser suggests text, based on your previous entries, when you begin entering info.

Disable cookies: Determines whether websites can store personalized info on your Treo. Some sites do not work properly if you select this option.

Disable JavaScript: Bypasses JavaScript elements on the web pages you view.

Tap and Drag: Determines whether dragging the stylus selects text or scrolls through the content of the page.

Normal mode/Fast mode: Determines whether a web page appears as designed (Normal mode) or with some of the items removed for faster display. Selecting Fast mode gives you the following options:

- **Disable cascading style sheets:** Determines whether style sheets are applied when you load a web page. When style sheets are disabled, pages download faster, but you may lose some of the formatting.

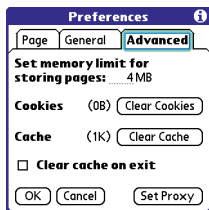
KEY TERM Cascading Style Sheets (CSS) A file that governs design elements of a web page, such as its fonts, colors, and layout.

- **Don't download images!**

Determines whether images appear when you load a web page. If you select not to view images, you can still see any image by selecting the placeholder box on the web page.

TIP Lots of pretty graphics slowing you down? Browse the web faster by enabling the Don't download images! option.

- 5 Select **Advanced** and set any of the following preferences:



Set memory limit for storing pages:

Sets the amount of memory used for your cache. Pages are cached so that they load faster the next time you view them.

Cookies: Indicates how much memory is being used by cookies. To free up this memory, select **Clear Cookies**.

Cache: Indicates how much memory is being used by your cache to store recent pages and history. To free up this memory, select **Clear Cache**.

Clear cache on exit: Determines whether the cache clears each time you exit the web browser.

Set Proxy: Sets up a proxy server to access the Internet. If your connection requires a proxy server, please contact your Internet service provider or IT administrator for this information.

- 6 Select **OK**.



Connecting your computer to the Internet through your Treo

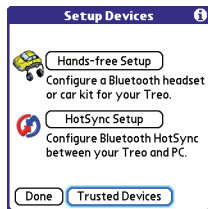
Dial-up networking (DUN) is the feature that converts your smartphone into a modem so that you can access the Internet from your computer. If your computer is enabled with Bluetooth wireless technology, you can set up your smartphone as a wireless modem using the built-in Bluetooth technology.

The following procedures describe the process of setting up your smartphone as a wireless modem using the built-in Bluetooth technology.

TIP If your computer is not enabled with Bluetooth wireless technology, you need to purchase a wireless Bluetooth adapter accessory for your computer to use this feature.

Creating a partnership between your Treo and your computer

- 1 Make sure that your computer's Bluetooth setting is on and that your computer is ready to create a Bluetooth partnership. Check the documentation that came with your computer to find and change these settings.
- 2 On your smartphone, press **Applications**  and select **Bluetooth** .
- 3 Select **Bluetooth On** if it is not already selected, and then select **Setup Devices**.
- 4 Select **Trusted Devices**.



- 5 Select **Add Device**. The discovery icon appears, indicating that the discovery process is active.

- 6 Select your computer from the **Trusted Devices** list, and then select **OK**.
 - 7 Make up a passkey, enter it on the Bluetooth Security screen, and then select **OK**. The passkey can be up to 16 numbers.
- NOTE** You need this passkey in the next step, so be sure to write it down exactly. We recommend that you use a passkey of 16 numbers, where possible, to improve the security of your Treo. The longer the passkey, the more difficult it is for the passkey to be deciphered.
- 8 Enter the same passkey on your computer when prompted.
 - 9 Select **Done**, and then select **Done** again to return to the Bluetooth screen.

Setting up your computer for a Bluetooth DUN connection

Follow the instructions from the manufacturer of your Bluetooth adapter to enable DUN.

Accessing the Internet using a Bluetooth DUN connection

The steps for accessing the Internet on your computer may vary depending on your operating system and how Bluetooth wireless technology is set up on your computer—for example, if it is built-in versus if you are using a Bluetooth adapter. If you need additional info, check your computer's documentation for how to set up Bluetooth technology to access the Internet using a DUN connection.

TIP You may need to use a virtual private network (VPN) to access corporate email. Check with your system administrator for more information.

BEFORE YOU BEGIN Verify that DUN is enabled on your computer. See the documentation that came with your computer for details.

- 1 Open the Bluetooth application on your computer and let it locate the Treo you paired it with in the previous procedure.

- 2 Double-click the icon or option representing your smartphone. Your computer connects to your smartphone and shows that DUN services are available.
- 3 Double-click the **DUN** icon.
- 4 Enter your wireless service provider's settings. Contact your wireless service provider if you don't have these settings.
- 5 Click **Dial**. Once the connection is successfully established, you can browse the Internet on your computer or download your email.

TIP If you get a message asking whether you want your computer to remember the dial text for this connection, we recommend that you say yes. This avoids errors and the inconvenience of entering the dial text for every session.

- 6 Look for a network connection icon in the taskbar at the bottom of your computer screen to verify that you are connected.

DID YOU KNOW? You can check the status of the connection by right-clicking the **Bluetooth network** icon in the taskbar.

NOTE When a DUN connection is active, you cannot use data services on your smartphone. For example, you cannot browse the Web, or send or receive email messages. Also, any scheduled automatic email retrievals do not take place. You can, however, use other wireless features of your smartphone, such as making and receiving phone calls or sending and receiving text messages.

Terminating a Bluetooth DUN Internet session

It is important to end a Bluetooth DUN session after you finish using it. Ending the DUN session lets you use the wireless features of your Treo 680 that require a data connection, it frees up the Bluetooth feature so that you can connect to other Bluetooth devices, and it optimizes battery life, too.

- 1 On your computer, right-click the icon or option representing your smartphone.
- 2 Click **Disconnect**.

Connections with Bluetooth devices



With the built-in Bluetooth wireless technology on your Treo, you can connect to a number of Bluetooth devices, including a hands-free device such as a headset or car kit, a printer, or a GPS receiver, as well as to other smartphones and handhelds that are equipped with Bluetooth wireless technology. If your computer is enabled with Bluetooth wireless technology, you can also synchronize wirelessly or use your phone to connect your computer to the Internet.

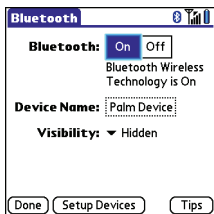
You can create a list of Bluetooth devices that you trust to communicate with your Treo. When communicating with trusted devices, your Treo skips the discovery process and creates a secure link as long as the device is within range. Bluetooth range is up to 30 feet depending on environmental conditions, including obstacles, radio interference from nearby electronic equipment, and other factors.

When you configure a hands-free device, as described previously in [Connecting to a Bluetooth hands-free device](#), the hands-free device automatically appears in your Trusted Devices list. Follow the steps in this section to add other devices to your Trusted Devices list, such as a friend's handheld.

DID YOU KNOW? Your Treo does not support wireless connections to Bluetooth stereo headphones.

Requesting a connection with another Bluetooth device

- 1 Press **Applications**  and select **Bluetooth** .
- 2 Select **Bluetooth On**.



- 3 (Optional) Enter a device name that identifies your Treo 680 when it is discovered by other Bluetooth devices.

NOTE Use the same device name for all your Bluetooth connections. If you change the device name, you need to recreate any partnerships you already created.

- 4 Select **Setup Devices**.

- 5 Select **Trusted Devices**.



- 6 Select **Add Device**. The **Discovery** icon appears, indicating that the discovery process is active.
- 7 Select the **Show** pick list and select **Nearby devices**.
- 8 If the device you want to add doesn't appear on the Discovery Results list, make sure that the other device is ready to receive a connection request (see the device's documentation), and then select **Find More** on your Treo to search again.
- 9 Enter the same passkey on your smartphone and on the Bluetooth device, and select **OK**.

IMPORTANT Some Bluetooth devices have a preset passkey; if so, you can find the passkey in the documentation for that device. Other devices provide a screen where you enter a passkey that you make up. In either case, you must use the same passkey on both your smartphone and the other Bluetooth device. We recommend that where possible, you make up a passkey of 16 alphanumeric characters (letters and numerals only) to improve the security of your Treo. The longer the passkey, the more difficult it is for the passkey to be deciphered.

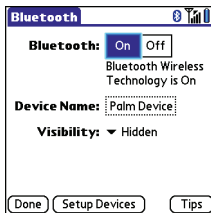
10 Select **Done**.

Accepting a connection from another Bluetooth device

TIP For the smartphone to be visible to Bluetooth devices, the Bluetooth setting must be set to On and visibility must be set to Visible or Temporary.

- 1 Press **Applications**  and select **Bluetooth** .

2 Select **Bluetooth On**.



- 3 (Optional) Enter a device name that identifies your Treo 680 when it is discovered by other Bluetooth devices.

NOTE Use the same device name for all your Bluetooth connections. If you change the device name, you need to recreate any partnerships you already created.

- 4 Select the **Visibility** pick list and select one of the following:

Visible: Enables Bluetooth devices that are not on your Trusted Devices list to request a connection with your smartphone. Your smartphone remains accessible to other devices until you turn this option off. After you're done using this setting, remember to change it back to Hidden.

TIP Use the Visible option only when you need your smartphone to be accessible for an extended period of time. For short term accessibility, use the Temporary option.

Temporary: Enables Bluetooth devices that are not on your Trusted Devices list to request a connection with your smartphone during the next two minutes. Your smartphone reverts to the Hidden setting and becomes inaccessible to other devices after two minutes.

Hidden: Allows only devices with which you have previously formed a partnership to request a connection with your smartphone. New devices cannot request a connection.

- 5 Enter the same passkey on your smartphone and on the Bluetooth device.

IMPORTANT Some Bluetooth devices, such as headsets and GPS receivers, have a preset passkey; if so, you can find the passkey in the documentation for that device. Other devices provide a screen where you enter a passkey that you make up. In either case, you must use the same passkey on both your Treo and the other Bluetooth device. We recommend that where possible, you make up a passkey of 16 alphanumeric characters (letters and numerals only) to improve the security of your Treo. The longer the passkey, the more difficult it is for the passkey to be deciphered.

- 6 (Optional) Check the **Add to trusted device list** box if you want to form a partnership with the requesting device.
- 7 Select **OK**.



Your photos, videos, and music

Do you have a wallet bulging with photos of friends, family, pets, and your most recent vacation?

Are you tired of carrying both your MP3 player and your phone?

Your Palm® Treo™ 680 smartphone solves both problems. You can keep your favorite photos right on your Treo—videos, too. And there's no need to carry an expensive MP3 player; you can play music on your Treo. Simply transfer songs onto your Treo or an expansion card and then listen through your stereo headphones (cards and headphones sold separately).

Benefits

- Never be far from your favorite people, places, and songs
- No separate photo viewer, MP3, CD, or mini-disc player required
- Arrange your photos, videos, and songs

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Camera

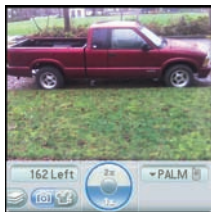
Your Treo 680 comes with an easy-to-use, built-in, VGA camera with 2x digital zoom. You can use the camera to take and view pictures and videos and send them to your friends and family. To add a personal touch to your Treo, use your pictures as your wallpaper for the Main tab in the Phone application and as caller ID images.

Taking a picture




You can store pictures on your smartphone or on an expansion card.

- 1 Press **Applications**  and select **Camera** .
- 2 By default, the Camera application stores pictures you take in the **PALM** folder on your expansion card (if a card is inserted). Otherwise, Camera stores pictures in the **PALM** album on your Treo. To store a picture in a different location, select one of the following:
<Album name>: Stores the picture in the selected album. The storage location is based on the location of the album (smartphone or expansion card).

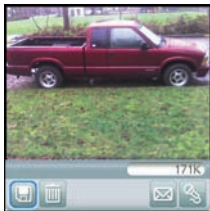
New Albums: Opens a dialog box where you can enter an album name and select the storage location (smartphone or expansion card).



TIP The default camera resolution is VGA (640 x 480) and it also supports QVGA (320 x 240) resolution. To view these settings before you take a picture, press **Menu**.

- 3 Find your subject in the screen on your Treo (the lens is on the back of your Treo).
- 4 (Optional) To get a close-up of your subject, press **Up**  to select **2x**. Press **Down**  to return to **1x**.
- 5 Press **Center**  to capture the picture.

6 Do any of the following:



Saves the picture in the location you selected in step 2.



Deletes the picture.



Opens a dialog box where you can select how you want to send the picture: Messaging, Bluetooth, or Email. The receiving device must support the method you select.






Lets you add a voice caption.

TIP To add an audio caption later, open the picture and then select **Audio Caption** from the **Photo** menu.

DID YOU KNOW? You can personalize a picture. Open the **Photo** menu, select **Draw on**, and then use the drawing tools to add your own personal touch. When you save the picture, you can replace the original or save a copy.

Recording a video

You can store videos on your smartphone or on an expansion card.

- 1 Press **Applications**  and select **Camera** .
- 2 Select **Camcorder** .

TIP The video recording screen displays the approximate recording time you have left based on the space available on your smartphone or expansion card. Actual recording time may vary depending on how fast you are moving, how many colors you are recording, and so on.

- 3 By default, the Camera application stores videos you record in the **PALM** folder on your expansion card (if a card is inserted). Otherwise, Camera stores



pictures in the **PALM** album on your Treo. To store a video in a different location, select one of the following:

<Album name>: Stores the video in the selected album. The storage location is based on the location of the album (smartphone or expansion card).




New Albums: Opens a dialog box where you can enter an album name and select the storage location (smartphone or expansion card).



TIP The default camcorder resolution is CIF (352 x 288) and it also supports QCIF (176 x 144). To view these settings before you capture a video, press **Menu**.

- 4 Find your subject in the screen on your Treo (the lens is on the back of your Treo).
- 5 Press **Center**  to start recording.
- 6 After you finish recording, press **Center**  again to stop.
- 7 Select any of the following:



-  Plays the video, so you can review it.
-  Saves the video in the location you selected in step 2.
-  Deletes the video.



Opens a dialog box where you can select how you want to send the video: Messaging, Bluetooth, or Email. The receiving device must support the method you select and video messages.



Opens a dialog box where you can adjust the volume during playback.

TIP During playback, tap and drag the **progress indicator** bar to jump to a different section of the video. Select **Pause** to pause video playback.

Customizing your Camera settings

You can customize the built-in camera's settings for your Treo 680.

- 1 Go to Camera View or Camcorder View .
- 2 Press **Menu** . If you are in Camera View, the Photo Settings screen appears. If you are in Camcorder View, the Video Settings screen appears.

- 3 Set any of the following preferences:

Effects: Sets the color palette for the current picture or video. You cannot change an item's palette after you take the picture or video.

Prompt sound: (Pictures only) Sets the sound that plays before you take the picture.

Shutter sound: Determines whether a sound plays when you take a picture.

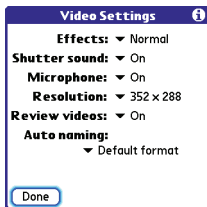
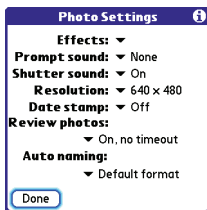
Microphone: (Videos only) Turns the microphone on and off so that you can record videos with or without sound.

Resolution: Sets the default size for newly captured pictures or videos.

Date stamp: (Pictures only) Determines whether the date the picture is taken appears on your pictures.

Review photos/videos: Determines whether you can review pictures or videos before saving them and how quickly they are automatically saved.

Auto naming: Assigns a name to a series of pictures to be captured, such as Seattle001, Seattle002, and so on.



- 4 Select **Done**.



Pictures & Videos

Viewing a picture


In addition to viewing the pictures you capture with the built-in camera, you can view pictures captured on many popular digital cameras or downloaded from the

Internet. Your smartphone supports the following picture formats:



- JPG
- TIF
- BMP
- GIF

- 1 Press **Applications**  and select **Pics&Videos** .
- 2 Select the album that contains the picture you want to see.

TIP To view an album from an expansion card, insert the card and select the album from the Album list. If the items on the card are not grouped into albums, select the card name from the list.

- 3 Select the picture you want to view.
- 4 Press **Right**  or **Left**  to scroll to the next item in the album.

DID YOU KNOW? To see the outer edges of a picture that may not be visible, use the stylus to tap and drag the picture in any direction.

- 5 If the picture has a voice caption, select  to hear it.
- 6 Tap the picture or press **Center**  to return to Thumbnail View.








TIP In Thumbnail View, you can group photos or videos to more easily locate them. Select one of the grouping options from the View menu.

Viewing a video

In addition to viewing the videos you capture with the built-in camera, you can view videos captured on many popular digital cameras. Your smartphone supports the following types of video files:



- 3GP (with H.263 video and AMR audio)
- 3G2 (with MPEG-4 video and QCELP audio)
- MP4 (with MPEG-4/H.264 video and MP3/AAC/AAC+ audio)
- MPG (with MPEG-1 video and MPEG-1 audio)
- M4V (with MPEG-4/H.264 video and MP3/AAC/AAC+ audio)




- ASF (with MPEG-4 video and IMA-ADPCM audio)
- AVI (with MJPEG video and PCM audio)

- 1 Press **Applications**  and select **Pics&Videos** .
- 2 Select the album that contains the video you want to see.
- 3 Select the video you want to view. Playback begins automatically.
- 4 Hold down **Right**  or **Left**  to seek within the current video, or press **Right**  or **Left**  to scroll to the next item in the album.
- 5 Press **Center**  to return to Thumbnail View.

DID YOU KNOW? If you pause video playback and then close the video, the video starts where you left off the next time you play it.

Viewing a slide show


- 1 Press **Applications**  and select **Pics&Videos** .
- 2 Select the album you want to view.

- 3 Press **Menu** , select **Options**, and then select **Auto-hide Toolbar Off** if you want to see the toolbar.
- 4 Press **Space**  to start the slide show.
- 5 Press **Center**  to return to the previous view.

TIP To set slide show options such as background music and transitions, open the **Options** menu and select **Slideshow Setting**. Keep in mind that background music overrides audio captions when you're running a slide show. Background music for a slide show also overrides any music that might be playing using the Pocket Tunes application on your smartphone.

Sending pictures or videos

You can send pictures or videos to an email address or to other devices that support picture and video messaging.

- 1 From the Album list, select the album that contains the picture(s) or video(s) you want to send.
- 2 Select **Send** .

- 3 Select the pictures or videos to send, or select **Select All** to send the entire album. (A **+** appears next to selected items.)

DID YOU KNOW? You cannot send copyrighted pictures or videos that appear with a Lock icon in Thumbnail View or in the Picture list.


- 4 Select **Send**.



- 5 Select how you want to send the picture or video: **Messaging**, **Bluetooth**, or **Email**.

Copying a picture or video

You can copy pictures or videos into another album. You can also copy pictures and videos between your smartphone and an expansion card.

- 1 From the Album list, select the album that contains the picture(s) or video(s) you want to copy.
- 2 Press **Menu** .
- 3 Select **Copy to** from the **Photo** (or **Video**) menu.
- 4 Select the pictures or videos to copy, or select **Select All** to copy the entire album. (A **+** appears next to selected items.)
- 5 Select **Copy**.
- 6 Select the **Copy items to** pick list and select whether you want to copy the selected items to your device or to an expansion card.


+ sign
indicates a
picture is
selected



- 7 Select the **Into album** pick list and select the album you want to copy the selected items to.
- 8 Select **Copy**.

TIP You can also move pictures and videos between albums. Open the **Photo** (or **Video**) menu and select **Move to**. The remaining steps are the same as copying pictures, but use the Move commands instead of the Copy commands.

Organizing pictures and videos

- 1 Open the album you want to organize.
- 2 Press **Menu** .
- 3 Select **Album**, and then select **Add to album** or **Remove from album**.
- 4 Select the pictures or videos to add or remove, or select **Select All** to add or remove the entire album. (A **+** indicates that you want to add the item. An **X** indicates that you want to remove the item.)
- 5 Select **Add** or **Remove**.


DID YOU KNOW? You can also open the Album list from Camera View or Camcorder View by selecting the icon in the lower-left corner.

TIP Install the Palm® Files application from the Palm Software Installation CD to easily browse and manage files on an expansion card.


TIP To change the name, add a caption, or view other picture or video information, highlight (or open) the item, open the **Photo** (or **Video**) menu, and select **Details**.

Saving a picture as wallpaper


You can select a picture to use as wallpaper for the Main tab in the Phone application.

- 1 Display the picture you want to save as wallpaper.
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Save as Wallpaper**.
- 4 When the confirmation message appears, confirm by selecting **Yes**, or decline by selecting **No**.


Adding a picture to a contact entry

- 1 Display the picture you want to add to a contact.
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Save as Contact**.
- 4 Select the contact you want to add this picture to.

Rotating a picture

- 1 Display the picture you want to rotate.
- 2 Press **Menu** .
- 3 Select **Rotate** from the **Photo** menu.
- 4 Select the orientation.

Deleting a picture or video

- 1 Open the album that contains the picture(s) or video(s) you want to delete.
- 2 Press **Menu** .
- 3 Select **Delete** from the **Photo** (or **Video**) menu.
- 4 Select the pictures or videos that you want to delete, or select **Select All** to delete the entire album. (An X appears next to selected items.)

- 5 Select **Delete**.
- 6 Select **Delete** to confirm the deletion.

TIP You can also highlight a picture or video in Thumbnail View, and then press **Backspace** to delete the highlighted item.

Viewing pictures and videos on your computer

When you synchronize your Treo 680, your pictures and videos are copied to your desktop computer. You can view pictures in JPEG format and videos in MPEG-4 format (3G2 file extension). You can email them to friends using your desktop email application.

BEFORE YOU BEGIN To view and edit videos you captured on your smartphone on your computer, you must first install QuickTime from the Palm Software Installation CD.

On a Windows computer, you can view and edit synchronized pictures and videos in the Palm Media desktop application. Open Palm® Desktop software and click

the **Media** icon. You can refer to the Palm Desktop Online Help for information about using the Palm Media desktop application.

Pocket Tunes



You can listen to music through the speaker on the back of your smartphone or through a stereo headset or headphones (stereo headphone adapter or 2.5mm stereo headphone or headset required, sold separately). To listen to music on your smartphone, you need to convert the music files into MP3 format using Windows Media Player (Windows computers) or iTunes (Mac computers), and then transfer the music files to your smartphone or an expansion card. After you transfer the music files, you can play them using Pocket Tunes on your smartphone.

TIP You can upgrade Pocket Tunes to a version that supports more music file formats (such as WMA); supports subscription music; and includes additional features. For more info, visit www.pocket-tunes.com/palm.

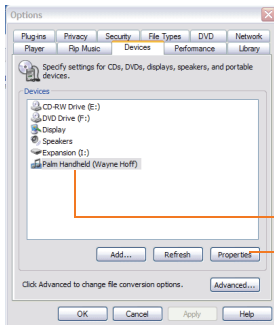
DID YOU KNOW? If a call comes in when you're listening to music, you can take the call and the music pauses automatically. After you finish the call, the music starts again.

Setting up Windows Media Player for MP3

On a Windows computer, you need to set Windows Media Player to save your music files in MP3 format in order for the files to be compatible with Pocket Tunes.

- 1 Connect your smartphone to your computer with the sync cable.
- 2 Press **Applications**  and select **pTunes** .
- 3 On your computer, open Windows Media Player, and then click the **full-screen** icon in the upper-right corner to maximize the window.
- 4 Click **Tools**, and then click **Options**.

- 5 Click the **Rip Music** tab, click the **Format** pick list, and then select **mp3**. Click **OK**.
- 6 Click **Tools**, and then click **Options**.
- 7 Click the **Devices** tab, select **Palm Handheld** from the **Devices** list, and then click **Properties**.

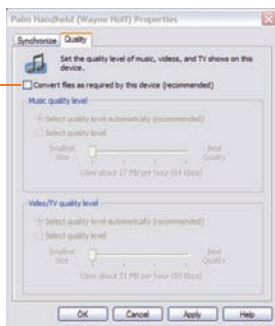


Select your smartphone

Click Properties

- 8 Click the **Quality** tab, uncheck the **Convert files as required by this handheld (recommended)** box. Click **Apply**.

Uncheck
box



- 9 Click **OK**, and then click **OK** again.
You now have set up Windows Media Player to transfer MP3 files to the Pocket Tunes application on your smartphone.

Setting up iTunes for MP3

On a Mac, use iTunes (included with OS X) to convert music from a CD to MP3 format. For more information on using the iTunes software, see the documentation that came with your Mac.

- 1 On your Mac, open iTunes.
- 2 Select **Preferences**.

- 3 Click the **Advanced** button at the top of the window, and then click **Importing**.
- 4 Click the **Import Using** pop-up menu and select **MP3 Encoder**.
- 5 Click the **Setting** pop-up menu and select **Good Quality**.

TIP Mac If you want greater control over the file size and sound quality of your MP3 files, select **Custom** from the **Setting** pop-up menu.



Transferring MP3 files from your computer

If your MP3 files are already on your computer's hard drive, you just need to transfer them onto your smartphone to listen to them with Pocket Tunes.

If an expansion card is inserted into the smartphone, Windows Media Player copies the MP3 files to the expansion card. If you don't have an expansion card inserted, the MP3 files are copied to your Treo.

IMPORTANT You must synchronize your smartphone with your computer at least once before you can transfer MP3 files from your computer.

BEFORE YOU BEGIN On a Mac, you need an expansion card (sold separately) to listen to music on your Treo. You cannot transfer MP3 files from your Mac directly onto your Treo.

- 1 Connect your Treo to your computer with the USB sync cable.
- 2 On your smartphone, press **Applications**  and select **pTunes** .
- 3 If you are transferring MP3 files from a Mac, insert an expansion card into your Treo. This step is optional for Windows users.

- 4 Do one of the following:

Windows: Open Windows Media Player on your computer. Select the **Sync** tab, and then select **Palm Handheld** from the drop-down list. Select **Start Sync**. The files are transferred to your smartphone.

NOTE Do not press the sync button on your cable. Windows Media Player transfers the files, so there's no need to do anything.

Mac: Drag and drop the MP3 files onto the **Send To Handheld** droplet in the **Palm** folder. Select your device name, the file name, and the destination (card). Click **OK**. Synchronize your Treo with your computer. Be patient; transferring music to an expansion card can take several minutes.



TIP You can also use a card reader accessory (sold separately) to transfer MP3 files from your computer to your expansion card. Create a **Music Audio** folder in the root directory of the card, and store your MP3 files in this folder.

Transferring music from a CD to your smartphone

If your songs are on a CD and you want to listen to them on your smartphone, you need to convert them to MP3 format on your computer before you transfer the files to your smartphone.

WINDOWS ONLY

- 1 On your computer, open Windows Media Player.
- 2 Insert the music CD into your computer's CD drive.
- 3 Select the **Rip** tab.
- 4 Select the tracks you want to convert to MP3.
- 5 Select **Rip Music**.
- 6 Transfer the MP3 files to your smartphone as described in [Transferring MP3 files from your computer](#).



MAC ONLY

- 1 On your Mac, open iTunes.
- 2 Insert the music CD into the CD drive on your Mac.
- 3 Check the boxes next to the tracks you want to convert to MP3.
- 4 Click the **Import** button in the upper-right corner of the iTunes window.
- 5 When the songs are finished importing, click the **Eject Disk** button in the lower-right corner of the iTunes window.





- 6 Transfer the MP3 files to your smartphone as described in [Transferring MP3 files from your computer](#).


Listening to music on your Treo

CAUTION Protect your hearing. Listening to this device at full volume for a long period of time can damage your hearing.

- 1 Make sure the **Ringer switch** is set to the **Sound On** position. See [Silencing sounds](#) for more information.
- 2 Press **Applications**  and select **pTunes** .

TIP You can change the settings on your Treo so that pressing and holding the **Side** button opens Pocket Tunes. See [Reassigning buttons](#) for details.

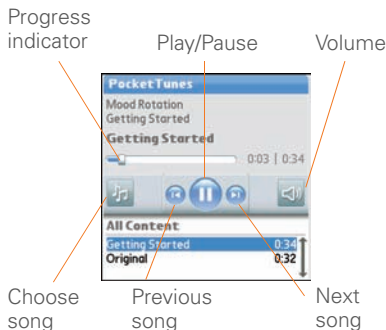
- 3 Use the **5-way**  to access any of the following icons:
 -  **Play:** Plays or resumes playback of the current song.
 -  **Next song:** Plays the next song.
 -  **Previous song:** Plays the previous song.


 **Choose song:** Displays a list of songs to choose from.

 **Pause:** Pauses playback.

DID YOU KNOW? You can also press **Space** to pause and resume playback, as well as use the **5-way** to navigate among songs or pause and resume playback.




NOTE To adjust the volume during playback, press the **Volume** button on the side of your Treo.



Pocket Tunes continues playing until it reaches the end of your list or until you select **Pause** . Music continues to play even if you switch to another application or turn off your screen. If you want to stop playing music when you exit Pocket Tunes, open the **Background Prefs** menu and uncheck the **Enable background play** box, and then select **OK**.

Creating a playlist

If you want to play a group of songs in a particular order, you can create a playlist.

- 1 Press **Applications**  and select **pTunes** .
- 2 Press **Menu** .
- 3 Select **Actions**, and then select **Manage Playlists**.
- 4 Select **New**, and then enter a name for the playlist.

- 5 Select **Add Song**. Select the songs you want to include on the playlist.



- 6 Select **Save List**.

TIP To play songs from a playlist, open **Pocket Tunes**, select **Choose Songs**, and then select **Playlists**. Select the playlist you want to play, and then select **All**.

Editing a playlist

- 1 Press **Applications**  and select **iTunes** .

- 2 Press **Menu** .

- 3 Select **Actions**, and then select **Manage Playlists**.

- 4 Highlight a playlist, and then select **Edit**.

- 5 Do any of the following:

- To delete a song from the playlist, select the song and then select **Remove**.
- To add a song, select **Add Song**, check a song's box, and then select **Done**.
- To move a song up or down one slot, select a song and then select **Up** or **Down**.

- 6 Select **Save List**.

TIP To delete a playlist, select **Manage Playlists** from the **Actions** menu, select the playlist, and then select **Delete List**. Select **Yes** to confirm the deletion.



Your personal information organizer

Say good-bye to paper calendars and throw away those scribbled to-do lists. Your Palm® Treo™ 680 smartphone is all you need to organize your personal information and keep it with you wherever you go.

You never lose your information, even if your battery is completely drained. All of your personal info is backed up each time you synchronize, and your info is kept private when you use the security features on your Treo. Also, you can easily share info with others electronically.

Benefits

- Track current, future, and past appointments
- Make to-do lists that get done
- Set reminders for appointments, birthdays, important tasks, and more
- Before you call your friend in London, check the time first

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Calendar

Calendar is a powerful organizer application that helps you manage your schedule. You can view your calendar by day, week, or month, or as an agenda list that combines your Tasks list and email notifications with your appointments. Schedule repeating meetings or a block of vacation time by creating an event that repeats at an interval you specify. Color-code your appointments by category and add notes with helpful information.

DID YOU KNOW? If your company uses Microsoft Exchange Server 2003, you may be able to wirelessly synchronize Calendar events directly with the server. See [Working with Microsoft Exchange ActiveSync](#) for information.

Displaying your calendar

Press **Calendar**  repeatedly to cycle through the various views:


- **Agenda View:** Shows your daily schedule, the number of unread email messages, and any items on your Tasks

list that are overdue or due today. If there's room, Agenda View also lists events on future dates.

- **Day View:** Shows your daily schedule one day at a time.
- **Week View:** Shows your schedule for an entire week. The time frames are based on the Start Time and End Time settings in Calendar Preferences.
- **Month View:** Shows your schedule for a whole month.



In most Calendar views, you can do the following:

- Open the **Options** menu and select **Year View** to view a calendar for an entire year.
- Use the **5-way**  to go to another day, week, month, or year—based on the current view. (Not available in Agenda View.)

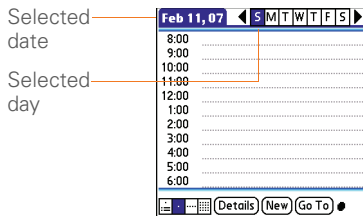
- Select **Go To**, and then select a date from the calendar. (Not available in Agenda View.)

Creating an event

TIP If you have several appointments to enter, it's more efficient to use Palm® Desktop software or Microsoft Outlook on your computer and then synchronize your Treo 680 with your computer. For more information, see [Synchronizing information—the basics](#).

Press **Calendar**  until Day View appears.

- 1 Select **Go To** and then select the desired day.



- 2 Select **New**.

- 3 Using the keyboard, enter a starting hour and minute for the event, such as 545 for 5:45.
- 4 Select the **End Time** box and enter the ending hour and minute for the event.
- 5 To assign a time zone to the event, select the **Time Zone** pick list and select a city in the time zone you want.
- 6 Select **OK**.
- 7 Enter a description for the event.

IMPORTANT If you use Palm Desktop software, do not add time zones to your events. Palm Desktop does not support time zones.

If you use Microsoft Outlook, you can use the time zone feature, but you must install the conduit that came with your Treo 680 (or a subsequent update) on all the computers with which you sync your smartphone. Chapura PocketMirror and other earlier Microsoft Outlook conduits do not support time zones.

TIP To automatically assign a time zone to your events, open the **Options** menu, select **Preferences**, and check the **New events use time zones** box. All your new events will be assigned to your local time zone (existing events aren't affected), and you can change the time zone setting for individual events.

TIP If you want your events with time zones to stay at the same time in Calendar, regardless of the time zone you are in, go to Date & Time Preferences, select the **Automatically set** pick list, and select **Date and time**. If you select **Date, time and time zone**, the event time shifts if you travel to a different time zone. See [Setting the date and time](#) for information.

Adding an alarm to an event

- 1 In Calendar, select the event.
- 2 Select **Details**.
- 3 Check the **Alarm** box and select the number of minutes, hours, or days before the event you would like to receive the alarm.

TIP The alarm for untimed events is defined by minutes, days, or hours before midnight of the date of the event.

4 Select **OK**.

The screenshot shows the 'Event Details' dialog box with the following fields:

- Time:** 10:00 am - 11:00 am
- Date:** Sun 2/11/07
- Alarm:** ☒ 30 Minutes
- Location:** Conference room B
- Category:** Untitled
- Repeat:** None
- Private:** ☐
- Buttons: OK, Cancel, Delete, and a trash icon.

Type of time units

Number of time units

DID YOU KNOW? When an alarm occurs, the Alert dialog box displays all your pending alerts. Select an alert description to jump to that item, or check the box to clear that alert.

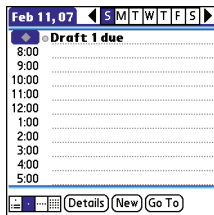
Creating an untimed event

An untimed event, such as a holiday or deadline, does not occur at a particular time.

Press **Calendar** until you are in Day View.

- 5 Press **Left** or **Right** to go to the date of the event.
- 6 Make sure no times are highlighted.

- 7 Enter a description for the event. A diamond appears next to the description of an untimed event.



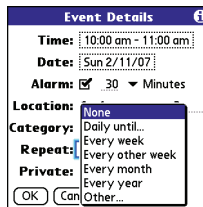
Scheduling a repeating event

TIP To enter a birthday or anniversary, add this info to the person's Contacts entry and it automatically appears in your Calendar.

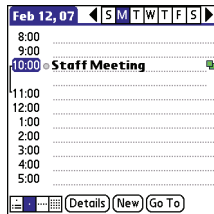
TIP To enter a holiday, create an untimed event. Then, from the Details screen, select **Every year** as the repeat interval.

- 1 Create an event, and then select it.
- 2 Select **Details**.
- 3 Select the **Repeat** pick list, and then select a repeat interval. If the interval you need doesn't appear on the list,

select **Other** to define a custom interval.



- 4 Select **OK**.



— This icon indicates a repeating event.

DID YOU KNOW? If you sync with Microsoft Outlook and your events include other people, a With field appears in the Details dialog box and your attendee info appears in this field after you sync.

Color-coding your schedule

Use color-coding to quickly spot various types of events. For example, make appointments with family green, coworkers blue, and friends red. Follow these steps to create a category and assign it a color code.

- 1 In Day View, select an event description or select an empty time slot.
- 2 Select **Details**.
- 3 Select the **Category** pick list and select **Edit Categories**.
- 4 Do one of the following:
 - To create a new category, select **New** and then enter a category name.
 - To add a color to an existing category, select a category and select **Edit**.
- 5 Select the color you want to give this category, and then select **OK**.
- 6 (Optional) Repeat steps 4 and 5 to add or edit more categories.
- 7 Select **OK** two more times.

Now that the categories are set up with colors, you can assign categories to your events to color-code them. See the next section for details.


Changing or deleting an event

- 1 Select the event you want to edit or delete.
- 2 Select **Details**.
- 3 In addition to the settings covered earlier in this chapter, you can also change any of the following settings:

Date and Time: Displays when the event takes place. Change these settings to reschedule the event.

Location: Provides a description of where the event takes place.

Category: Sets the color-coded category for this event.


Note  Provides space for you to enter additional text.

Delete: Removes the event from your calendar.

- 4 Select **OK**.

TIP To save memory, you can purge your old events. Open the **Record** menu and select **Purge**. Select the **Delete events older than** pick list and select a time frame. Select **OK**.

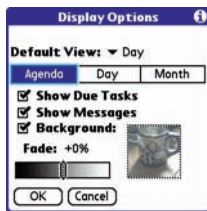
Customizing display options for your calendar

- 1 Press **Menu** .
- 2 Select **Options**, and then select **Display Options**.
- 3 Select the **Default View** pick list and select the view you want to see when you open Calendar.
- 4 Select **Agenda** and set any of the following options:

Show Due Tasks: The tasks that are due today and the tasks that are overdue appear in Agenda View.

Show Messages: The number of read and unread email messages displays in Agenda View.

Background: A favorite photo becomes the Agenda View background. Check the **Background** box, select the image placeholder, and then select a photo. Adjust the fade setting so that the text is easy to read against the photo.



- 5 Select **Day** and set any of the following options:

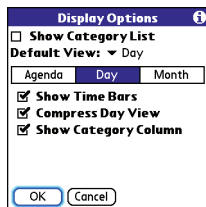
Show Category List: The Category pick list appears in Day View.

Show Time Bars: The time bars appear in Day View to show the duration of an event and to illustrate event conflicts.

Compress Day View: When this box is unchecked, all time slots appear on the screen. When this box is checked, start and end times appear for each event, but blank time slots near the bottom of the screen disappear to minimize scrolling.

Show Category Column: The color-coded category marker appears between the time and the description to

indicate under which category the event is filed.



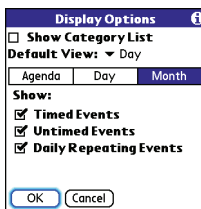
- 6 Select **Month** and set any of the following options:

Show Category List: The Category pick list appears in Month View.

Timed Events: The events that are scheduled for a specific time appear in Month View.

Untimed Events: The events that are scheduled for a specific date but not a specific time appear in Month View.

Daily Repeating Events: The events that repeat every day appear in Month View.



- 7 Select **OK**.

TIP You can customize your smartphone to display the most current Calendar event in the Main tab in the Phone application. Press **Phone**, open the **Options** menu, and then select **Phone Display Options**. Check the **Show Calendar event** box.

Selecting alarm tones

- 1 Press **Menu** (☰).
- 2 Select **Options**, and then select **Sound Preferences**.
- 3 Select the **Application** pick list and select **Calendar**.
- 4 Select the **Volume** pick list and select the volume level.

- 5 Select the **Vibrate** pick list and select when you want your smartphone to vibrate for an event alarm.
- 6 Select **tones** from any of the following pick lists:

Alarm Sound: The tone that plays the first time your alarm goes off.

Reminder Sound: The tone that plays if an alarm is not acknowledged and the alarm repeats itself.

Repeat: The number of times the alarm repeats itself if the alarm is not acknowledged.

Default Alarm: A default amount of time before the event for which the alarm goes off.

Preferences	Sound & Alerts
Application:	▼ Calendar
Volume:	▼ 4
Vibrate:	▼ When Sound Off
Alarm Sound:	▼ Alarm
Reminder Sound:	▼ Alarm Triangle
Repeat:	▼ 3 Times
Default Alarm:	▼ None
<input type="button" value="Done"/> <input type="button" value="New"/> <input type="button" value="Manage..."/> <input type="button" value="Tips"/>	

- 7 Select **Done**.

TIP You can also record sounds and use them as alarms. Select **Manage** on the Sound & Alerts Preferences screen.

- To record a sound, select **New**.
- To play a sound, select it and press **Center** on the 5-way.
- To delete a sound, select it and press **Backspace**.
- To send a sound, select it and then select **Send**.

DID YOU KNOW? Your Treo includes a silent alarm that can vibrate even when the Ringer switch is set to Sound Off.

World Clock



World Clock displays the day and time in three cities anywhere around the globe. Whether you're traveling or staying home, it's easy to keep track of the best time to reach your business associates, friends, and family in faraway places.

Selecting cities

World Clock shows the system date and time above the world map. If you selected the option to get the date and time from the mobile network (see [Setting the date and time](#)), your wireless service provider network automatically updates the time display to match the local time when you travel.

TIP If you did not select the option to get the date and time from the mobile network, then you can set the city at the top of the screen to a fixed location.

Below the world map, you can view the time in two other cities. If you travel a lot you may want to select your home city as one of these two cities, so that you always know what time it is at home.

- 1 Press **Applications**  and select **World Clock** .
- 2 Select a **City** pick list, and select a city in the same time zone.



DID YOU KNOW? You can run your stylus over the map to see the time in other cities. The shadow over the map represents nighttime moving across the globe.

TIP World Clock does not automatically update the system time for daylight savings time. To change the Daylight Savings Time setting, see [Setting the date and time](#).

Adding cities

If the city you want to display is not in the predefined list, you can add it.

- 1 Select a **City** pick list and select **Edit List**.
- 2 Select **Add**.
- 3 Select a location in the same time zone as the city you want to add, and then select **OK**.

- 4 Enter the name of the city.
- 5 Select **Location**, select **Map**, select the location of the city, and then select **OK**.
- 6 If the city is not on Daylight Savings Time, uncheck this box. If Daylight Savings Time is observed, enter **Start** and **End** dates.
- 7 Select **OK**, and then select **Done**.

Setting an alarm

The next time you travel, don't rely on a hotel alarm clock to get you to that important meeting. Use your smartphone instead. World Clock includes a built-in alarm feature that you can use as a travel alarm.

- 1 Select **Off** in the upper-right corner.
- 2 Select the time you want the alarm to sound.
- 3 Select **OK**.



TIP To customize the alarm sound and volume, open the **Options** menu and select **Alarm Preferences**.

TIP Make sure the **Ringer switch** is set to **Sound On**, so that you can hear the alarm.


Tasks

You can use Tasks to remind you of tasks you need to complete and to keep a record of when you finish tasks.

Adding a task

- 1 Press **Applications**  and select **Tasks** .
- 2 Select **New** to create a new task.

Tasks	All	Date	Category
<input type="checkbox"/> 1 Renew passport		2/12	
<input type="checkbox"/> 1 Pick up dry cleaning		2/13	
<input type="checkbox"/> 1 Reserve rental car		2/14	
<input type="checkbox"/> 1 Distribute meeting notes		2/16	
<input type="checkbox"/> 2 Buy tennis balls		-	
<input type="checkbox"/> 2 Send CD to Sally		-	
<input checked="" type="checkbox"/> 2		-	

New Details... 

- 3 Enter a description of the task. The text can be longer than one line.

Setting task priority, due date, and other details

The Details dialog box enables you to assign a priority level, due date, category, privacy flag, and other details for each task.

- 1 Select the task to which you want to assign details.
- 2 Select **Details**.
- 3 Set any of the following:
Priority: Select the priority number for this task (1 is most important). Later you can arrange your tasks based on the importance of each task.

TIP You can also select the priority from the Tasks list by selecting the number next to a task and then selecting a priority level.

Category: Assign the task to a specific category.

Due Date: Select the **Due Date** pick list and select a due date for the task.


TIP If you turn on the Show Due Dates option in the Tasks Preferences screen, you can select the due date in the Tasks list to set a new date.

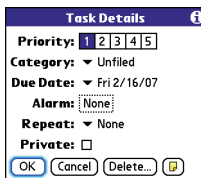
Alarm: Set an alarm for this task.

Repeat: Indicate whether the task occurs at regular intervals and how often it repeats. When you check off a

repeating task, the next instance of this task automatically appears in your task list.

Private: Check this box to mark this task private. See [Working with private entries](#) for additional information.


: Select this button to enter additional text that you want to associate with the task.



- 4 Select **OK**.

TIP Press **Menu** to access other features such as importing phone numbers into the Tasks list.

Checking off a task

- 1 Select the task you want to check off.
- 2 Press **Center**  or tap in the box to check off the task.

Tasks	All	Date	Category
<input checked="" type="checkbox"/> 2 Send CD to Sally		2/11	
<input checked="" type="checkbox"/> 1 Renew passport		2/11	
<input type="checkbox"/> 1 Pick up dry cleaning		2/13	
<input type="checkbox"/> 1 Reserve rental car		2/14	
<input checked="" type="checkbox"/> 1 Distribute meeting notes		2/11	
<input type="checkbox"/> 2 Buy tennis balls		-	

New Details...

TIP If you accidentally check off a task and need to uncheck it, highlight the task again and press **Center** on the 5-way to uncheck it.

TIP You can set Tasks to record the date that you completed a task, and you can select to show or hide completed tasks. Completed tasks remain in the memory of your smartphone until you purge them.

DID YOU KNOW? Overdue tasks have an exclamation point (!) next to the due date.

Organizing your tasks

In the Tasks list, select one of these options:

All: Displays all your tasks.

Date: Displays tasks that are due in a specific time frame. With **Date** selected, press **Down** ▼ to select the pick list, and then press **Center** to see the various options: **Due Today**, **Last 7 Days**, **Next 7 Days**, or **Past Due**.

Category: Displays tasks that are assigned to the selected category. Select the **Category** pick list to select a different category.

Tasks	All	Date	Category
<input checked="" type="checkbox"/> 2 Send CD to Sally		2/11	
<input checked="" type="checkbox"/> 1 Renew passport		2/11	
<input type="checkbox"/> 1 Pick up dry cleaning		2/13	
<input type="checkbox"/> 1 Reserve rental car		2/14	
<input checked="" type="checkbox"/> 1 Distribute meeting notes		2/11	
<input type="checkbox"/> 2 Buy tennis balls		-	

New Details...


Tasks	All	Date	Category
<input checked="" type="checkbox"/> 2 Send CD to Sally		Due Today - 3	
<input checked="" type="checkbox"/> 1 Renew passport		Last 7 Days - 3	
<input checked="" type="checkbox"/> 1 Distribute meeting notes		Next 7 Days - 2	
		Past Due - 0	

New Details...

Tasks	All	Date	Category
<input checked="" type="checkbox"/> 2 Send CD to Sally		Business	
<input checked="" type="checkbox"/> 1 Renew passport		Personal	
<input type="checkbox"/> 1 Pick up dry cleaning		Unfiled	
<input type="checkbox"/> 1 Reserve rental car		Edit Categories...	
<input checked="" type="checkbox"/> 1 Distribute meeting notes		2/14	
<input type="checkbox"/> 2 Buy tennis balls		2/11	

New Details...


Deleting a task

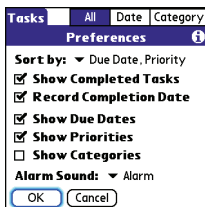
- 1 Select the task you want to delete.
- 2 Press **Menu** .
- 3 Select **Delete Task** from the **Record** menu.
- 4 Select **OK**.

TIP To save memory, you can purge all completed tasks. Open the **Record** menu and select **Purge**. Select **OK**.

Customizing Tasks

The Tasks Preferences screen enables you to control the appearance of the Tasks list screen.

- 1 In the Tasks list screen, press **Menu** .



- 2 Select **Options**, and then select **Preferences**.
- 3 Set any of the following preferences:
Sort by: Indicates the order in which your tasks appear in the list.

Show Completed Tasks: Displays tasks you've checked off.

Record Completion Date: Replaces due date with the completion date when you complete (check off) the task.

Show Due Dates: Displays task due dates and inserts an exclamation point (!) next to overdue tasks.

Show Priorities: Displays the priority setting for each task.

Show Categories: Displays the category for each task.

Alarm Sound: Sets the sound for the alarms you assign to your tasks.

- 4 Select **OK**.

DID YOU KNOW? You can display your tasks in your calendar. See [Customizing display options for your calendar](#) for details.



Your memos and documents

With its ability to store large amounts of important information, your Palm® Treo™ 680 smartphone lets you take your office with you—including your Microsoft Office and PDF files. You can keep updated copies of the files on both your smartphone and your computer so that you can work on them in the most convenient location any time.

Leave your note pad and voice recorder at home. Use Memos to type notes. Use Voice Memo to record notes, agenda items, and other important thoughts, and play them back, right on your smartphone. You can even send your notes and voice memos to a friend or colleague by attaching them to an email or multimedia message.

Benefits

- Manage Word, Excel, PowerPoint, and PDF files on your smartphone
- Capture thoughts on the fly
- Improve productivity by taking important docs, spreadsheets, and presentations with you

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Documents To Go Professional

NOTE The Palm Software Installation CD includes the Documents To Go® desktop software. On your smartphone, the companion for Documents To Go is named Documents and it's already installed on your smartphone.

With the Documents application, you can take your important office info with you. You can carry, create, view, and edit Microsoft Word and Excel files directly on your smartphone. You can also view, carry, and manage PowerPoint and PDF files. For example, you can open email attachments, files you download with the web browser, and files stored on an expansion card—as long as the files are in a supported format.

If you install the Documents To Go desktop software (from the Palm Software Installation CD), you can use Documents To Go to transfer files from your computer to your smartphone when you synchronize.

Here are a few more examples of what you can do with Documents:

- Send and receive email attachments in Word, Excel, PowerPoint, and Acrobat file formats (DOC, XLS, PPT, and PDF).
- View Word, Excel, PowerPoint, and Acrobat files (DOC, XLS, PPT, and PDF).
- Create or edit a Word-compatible document or Excel-compatible spreadsheet on your smartphone, and then save it in the native DOC or XLS format.
- Create a PowerPoint presentation on your computer, use the Documents To Go desktop application to optimize the file for your smartphone, and then sync the file onto your smartphone to view it on the go.

NOTE The Documents application does not support some editing functions, such as multiple font sizes and spell checking.

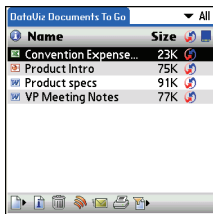
TIP For more info on the Documents To Go application on your smartphone, go to www.dataviz.com. If you installed the desktop application from the Palm Software Installation CD, you can also click the **Documents To Go** icon on your computer, and then click **Help**.

TIP Install the **Files** application from the Palm Software Installation CD to easily browse and manage files on an expansion card.

Opening a document

In the Documents application, you can view and open any Word, Excel, PowerPoint, or Acrobat (PDF) file on your smartphone or an expansion card that is inserted in the expansion slot.

- 1 Press **Applications**  and select **Documents** .



- 2 Select the document you want from the list.



TIP When you work on a file on your smartphone, you can save it to your smartphone or an expansion card. Open the **File** menu, select **Save As**, and then select the location where you want to save the file.

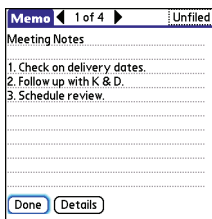
Memos

Memos are a great way to store notes on your Treo 680.

DID YOU KNOW? Each memo can include 4,096 characters of text.


Creating a memo

- 1 Press **Applications**  and select **Memos** .
- 2 Enter the text you want to appear in the memo.
- 3 Select **Done**.



TIP You can assign categories to your memos. Open the memo you want to change, select the **category** pick list at the top of the screen, and select a category.

Deleting a memo

- 1 Open the memo you want to delete.
- 2 Press **Menu** .
- 3 Select **Delete Memo** from the **Record** menu.
- 4 Select **OK**.

Voice Memo

Voice Memo provides a place for you to record and play back notes and other

important thoughts directly on your smartphone.

Creating a voice memo

When recording a voice memo, hold your smartphone with the screen facing towards you while speaking.

- 1 Press and hold the **Side** button on your smartphone while recording your memo. After you finish recording, release the **Side** button.

The memo is automatically saved to your smartphone.




- 2 (Optional) Enter a title for the memo.

TIP You can also access Voice Memo, by pressing **Applications** and selecting **Voice Memo**.

TIP If you need to pause while recording, press and hold **Center** on the 5-way. Release the button to resume recording.

DID YOU KNOW? You can use a voice memo as a ringtone. Highlight the voice memo in the list, open the **Voice Memo** menu, and then select **Copy to Ringtone**.

Listening to a voice memo

- 1 Press **Applications**  and select **Voice Memo** .
- 2 In the Voice Memo list, navigate to the voice memo title and then press **Center**  to select it. The voice memo begins to play.



- 3 Press **Center**  to pause or stop playback.

TIP To adjust the volume level, press the **Volume** button on the side of your smartphone.

TIP To change a voice memo title, open the **Voice Memo** menu and select **Rename Memo**.

DID YOU KNOW? You can send a voice memo in an email or MMS message (see the documentation for your email application, or [Creating and sending a multimedia message](#)). You can also use Bluetooth® wireless technology to send a voice memo to a nearby Bluetooth device (see [Sending info over a Bluetooth wireless connection](#)).



Your application and info management tools

Synchronization is a great way to transfer, update, and back up info on your Palm® Treo™ 680 smartphone. Synchronizing simply means that info you entered or updated in one place (your Treo or your computer) is automatically updated in the other. There's no need to enter info twice.

Expansion cards (sold separately) provide a compact and limitless storage solution. When one card becomes full, simply use another card to carry your extra music and video clips and to install and run cool games and other software, from dictionaries to travel guides.

Benefits

- Locate info in your applications with the Find feature
- Quickly enter, update, and protect your info on your computer and your Treo
- Install applications, games, and other software
- Store, carry, and exchange info



In this chapter

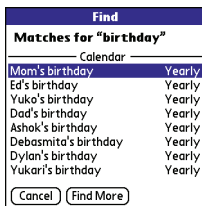
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Using Find

The Find feature locates any text in the built-in applications and databases and in some third-party applications. The Find feature searches for the group of characters you specify, including characters that are part of a word. Find is not case-sensitive.



DID YOU KNOW? Find locates any word that begins with the text you enter. For example, entering “plane” finds “planet,” but not “airplane.”

- 1 Press **Option** , and then press **Shift/Find**  to open the Find dialog box.
- 2 Enter the text you want to find.
- 3 Select **OK** to start the search.
- 4 In the search results, select the text you want to review, or select **Find More** to continue the search.



Viewing and using the alerts

The Alert dialog box on your smartphone shows info about incoming items, such as new email messages and Calendar events. An alert also notifies you when you miss a phone call.

To view the Alert dialog box, tap the blinking bell  with your stylus when it appears in the upper-left corner of any screen, or press and hold **Center**  when the blinking bell appears.

In the Alert dialog box, you can do any of the following:

- Check the box next to the alert to remove it from the list.
- Select the alert to open the corresponding application and view the alert item (message, event, missed call, and so on).
- Select **Done** to close the Alert dialog box. The alert remains active and the bell continues to blink in the upper-left corner of the screen.
- Select **Clear All** to delete all alerts in the Alert dialog box.

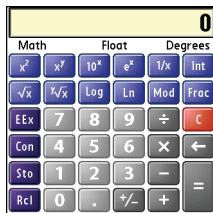
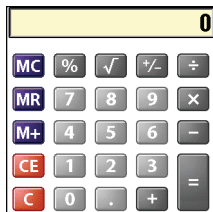
Calculator

Calculator includes a basic calculator, plus an advanced calculator with scientific, financial, and conversion functions.

Switching between Basic and Advanced Calculator Modes

- 1 Press **Applications**  and select **Calc** .
- 2 Press **Menu** .


- 3 Select **Options**, and then select **Advanced Mode** or **Basic Mode**.



TIP In Basic Mode, you can also press **Right** on the 5-way to switch to Advanced Mode. In Advanced Mode, press **Right** on the 5-way to cycle between functions, and press **Left** on the 5-way to return to Basic Mode.

DID YOU KNOW? You can tap the onscreen number pad or use the keyboard to input numbers.

Selecting functions in Advanced Calculator Mode

- 1 Switch to **Advanced Mode** (see the preceding procedure).
- 2 Press **Menu** .
- 3 Select **Options**, and then select the type of function you want to use:

Math: Advanced mathematical functions such as exponents, roots, and logarithms.

Trig: Trigonometric functions such as sine, cosine, tangent, and variants.

Finance: Financial calculator functions such as APR and amortization.

Logic: Hexadecimal characters in keypad, plus logic functions such as And, Not, Or, and Xor.



Statistics: Statistical functions such as sum, factorial, and random number generator.

Weight/Tmp: Weight and temperature conversions for metric and English values.

Length: Length conversions for metric and English values.

Area: Area conversions for metric, traditional, and English values.

Volume: Volume conversions for metric and English values.

- 4 Press **Menu** .
- 5 Select **Pref**, and then select the decimal display format: **Float**, **Fixed(x)**, **Sci(x)**, or **Eng(x)**.
- 6 Press **Menu** .
- 7 Select **Pref**, and then select the number display format: **Degrees**, **Radians**, or **Grads**.

TIP Select **Sto** to store a number in one of ten memory slots. Select **Rcl** to recall a stored number.

TIP Select **Con** to access a list of mathematical constants such as Avogadro's number or the speed of light.

Installing applications

Your Treo 680 comes with several built-in and ready-to-use applications. You can also install additional applications, such as business software, games, and more. The Palm Software Installation CD includes several bonus software apps, and you can purchase other third-party Palm OS® apps as well. To learn about applications you can add to your Treo 680, go to www.palm.com/treo680gsm.

NOTE The instructions in this section tell you how to install basic PRC (Palm OS application) and PDB (Palm OS database) files on your Treo. Some Palm OS software uses an installer or wizard to guide you through the process. For details, consult the documentation that came with the software.

Installing bonus software from the CD


The Palm Software Installation CD includes several bonus software applications that you can install on your smartphone. You can install these applications when you

install the desktop software, or you can install them later.

- 1 Insert the Palm Software Installation CD into the CD drive on your computer.
- 2 Click **Install bonus software**.
- 3 Click the name of the application you want to install.
- 4 Click **Install** (on the right side of the screen).
- 5 Repeat steps 3 and 4 to install additional applications.
- 6 Synchronize your smartphone with your computer to install the application(s) on your Treo.

Installing applications from the Internet

You can use the web browser on your Treo to install Palm OS files (PRC or PDB) directly from the Internet. When you download a PRC or PDB file, it is automatically installed on your Treo. If a file is compressed (ZIP or SIT files), you need to download it to your computer, expand the file, and then synchronize to transfer the expanded file to your Treo.

- 1 Open the web browser (see [Viewing a web page](#)).
- 2 Go to the page that contains the link to the application you want to download.
- 3 Press **Left** ◀ or **Right** ▶ to highlight the link to the file, and then press **Center**  to initiate the download process.
- 4 Follow the onscreen instructions to accept and install the application.

Installing applications from a computer

When you download an application to your computer, it is probably in a compressed format such as a ZIP or SIT file. If the file is compressed, you need to use a decompression utility on your computer, such as WinZip or Allume Stuffit Expander, before you install the application on your Treo.

BEFORE YOU BEGIN To install an app from your computer to your Treo, you must first install Palm® Desktop software on your computer (see [Installing the desktop synchronization software](#)).

- 1 **Windows:** Drag and drop the file(s) onto the **Palm Quick Install** icon on the Windows desktop.

Mac: Drag and drop the file(s) onto the **Send To Handheld** droplet in the **Palm** folder.



- 2 Select your device name from the **User** list, and then click **OK**.
- 3 Synchronize your Treo with your computer to install the application(s) on your Treo 680.

TIP Want to install an app to an expansion card rather than your smartphone?

Windows: Open Palm® Quick Install and drag the file to the **Expansion Card** pane.

Mac: In the menu for Palm Desktop software, click **HotSync**, select **Install Handheld files**, and select **expansion card** as the file's destination.

TIP On a Windows computer, you can also access Palm Quick Install by selecting the **Quick Install** icon in Palm Desktop software or from the **Programs** folder in the **Start** menu.


Getting help with third-party applications


If you encounter a problem (such as an error message) with a third-party application, contact the application's author or vendor. For general troubleshooting of third-party applications, see [Third-party applications](#).

Removing applications

If you decide that you no longer need an application, or you want to free up memory, you can remove apps from your Treo or an expansion card (for more on expansion cards, see [Inserting an expansion card](#)). You can remove only apps, patches, and extensions that you install; you cannot remove the built-in apps that reside in the ROM portion of your Treo. Applications that you cannot remove appear with a Lock icon next to them.

DID YOU KNOW? Applications deleted from your smartphone are kept on your computer in the Archive folder of your user folder. If you have trouble locating your user folder, see [I can't find my user folder](#).

- 1 Press **Applications** .
- 2 If you want to remove an application from an expansion card, insert the card into your Treo.

- 3 Press **Menu** .
- 4 Select **Delete** on the **App** menu.
- 5 Select the **Delete From** pick list and select the location of the application you want to remove: **Phone** or **<card name>**.
- 6 Select the application that you want to remove.
- 7 Select **Delete**.
- 8 Synchronize to remove the application from the Backup subfolder on your computer.

Manually deleting applications

If an app you delete reappears on your smartphone, you may need to manually delete the app from your computer.

- 1 Locate your **Backup** subfolder on your computer.

Windows: C:\Program Files\Palm\<device name>.



Mac: Mac HD\Applications\Palm\Users\<device name>.

If you upgraded from a previous version of Palm Desktop, your Backup subfolder may be located in the palmOne or Handspring folder.

- 2 If you find a PRC or PDB file for the application you just removed, delete the file from the Backup subfolder.
- 3 Delete the file from your device again.

Viewing application info

The Info screens display basic statistics about the applications on your Treo.

- 1 Press **Applications** .
- 2 Press **Menu** .
- 3 Select **Info** on the **App** menu.
- 4 Select the **Device** pick list and select the location of the app you want to view info for: **Phone** or **<card name>**.

- 5 At the bottom of the screen, select the type of information you want to view:



Version: The version numbers of applications on your Treo 680.

Size: The size (in kilobytes) of applications and information on your Treo 680.

Records: The number of entries in various applications on your Treo 680.

- 6 Scroll to the application you want to see info about.
- 7 Select **Done**.

Sending information with Bluetooth wireless technology




The range of Bluetooth® wireless technology is up to 30 feet in optimum environmental conditions. Performance and range may be affected by physical obstacles, radio interference from nearby electronic equipment, and other factors.

TIP Check your battery level before establishing a Bluetooth wireless connection. If the battery level is very low, you can't make a Bluetooth wireless connection.





Sending info over a Bluetooth wireless connection

In most applications, you can send an individual entry or item such as a contact or a picture. You can also send all the entries in a category, such as all contacts in the Business category.



- 1 Press **Applications**  and select **Bluetooth** .

- 2 Select **Bluetooth On**.
- 3 Open an application.
- 4 Select the entry or category you want to send. You cannot send an item that has a lock  next to it.
- 5 Press **Menu** .
- 6 Select **Send** from the leftmost menu.
- 7 Select **Bluetooth**, and then select **OK**.
- 8 Select the receiving device(s) from the Discovery Results list, and then select **OK**.
- 9 Wait for a message to indicate that the transfer is complete before you continue using your Treo.
- 7 Select the application you want to transfer. You cannot send an item that has a lock  next to it.
- 8 Select **Send**.
- 9 Select **Bluetooth**, and then select **OK**.
- 10 Select the receiving device(s) from the Discovery Results list, and then select **OK**.
- 11 Wait for a message to indicate that the transfer is complete before you continue using your Treo.

Sending an app over a Bluetooth wireless connection

- 1 Press **Applications**  and select **Bluetooth** .
- 2 Select **Bluetooth On**.
- 3 Press **Applications** .
- 4 Press **Menu** .
- 5 Select **Send** from the **App** menu.
- 6 Select the **Send From** pick list and select the location of the app you want to send: **Phone** or **<card name>**.

Receiving info over a Bluetooth wireless connection

- 1 Press **Applications**  and select **Bluetooth** .
- 2 Select **Bluetooth On**.
- 3 Select the **Visibility** pick list and select one of the following:
Visible: Enables Bluetooth devices that are not on your Trusted Devices list to request a connection with your smartphone. Your smartphone remains accessible to other devices until you turn this option off. After you're done using this setting, remember to change it back to Hidden.

Temporary: Enables Bluetooth devices that are not on your Trusted Devices list to request a connection with your smartphone during the next two minutes. Your smartphone reverts to the Hidden setting and becomes inaccessible to other devices after two minutes.

- 4 Use the other device to discover your Treo 680 and send information to it:
 - See the other device's documentation to learn how to discover and send information over a Bluetooth wireless connection.
 - If the Ringer switch is set to Sound On, your Treo beeps to notify you of the connection and then prompts you to accept the info. Select a category or expansion card to file the item(s). If you don't select a category, the item(s) goes into the Unfiled category.
- 5 Select **Yes** to receive the information or **No** to refuse it.

TIP The Device Name in the Bluetooth app is the name other devices with Bluetooth wireless technology see when they connect to your smartphone. The default name is the name you gave your device during setup. You can change this name if you want to.

DID YOU KNOW? When you receive an application over a Bluetooth connection, you can store the application on your smartphone or send it to an expansion card inserted into the expansion card slot.

Beaming information



Your Treo 680 is equipped with an IR (infrared) port so that you can beam information to another device with an IR port—provided the other device supports IR communications with Palm OS devices. The IR port is located on the top of your Treo 680, next to the Ringer switch, behind the small dark shield.

TIP For best results, the path between the two devices must be clear of obstacles, and both devices must be stationary. If you have difficulty beaming, shorten the distance and avoid bright sunlight.

Beaming an entry

You can beam an individual entry or item such as a contact or a picture. You can also beam all the entries in the selected category, such as all the contacts in the Business or Family category.

TIP Beam your business card in two key presses: From the Main tab in the Phone application, press **Menu**, and then press **M**.

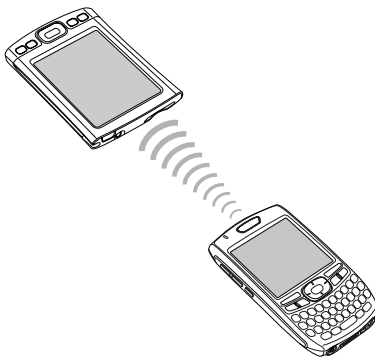
- 1 Open the application that holds the entry you want to beam.
- 2 Select the entry or category you want to beam. You cannot beam an item that has a lock  next to it.
- 3 Press **Menu** .
- 4 Select **Record**, and then select one of the following:

Beam: Sends an individual record.

Beam Category: Sends all entries in the current category.



DID YOU KNOW? If you beam a bookmark or saved page from the web browser, it beams the URL, not the contents of that page.

- 5 When the Beam Status dialog box appears, point the IR port on your Treo directly at the IR port of the receiving device.
- 6 Wait for the Beam Status dialog box to indicate that the transfer is complete before you continue using your Treo.



Beaming an application

Not all applications can be beamed. A lock icon appears on the Beam screen next to applications that cannot be beamed.

- 1 Press **Applications** .
- 2 Press **Menu** .
- 3 Select **Beam** from the **App** menu.
- 4 Select the **Beam From** pick list and select the location of the application you want to beam: **Phone** or **<card name>**.
- 5 Select the application you want to transfer.
- 6 Select **Beam**.
- 7 When the Beam Status dialog box appears, point the IR port on your Treo directly at the IR port of the receiving device.
- 8 Wait for the Beam Status dialog box to indicate that the transfer is complete before you continue using your Treo.

Receiving beamed information

BEFORE YOU BEGIN Make sure that the **Beam Receive** option in Power Preferences is **On**. See [Optimizing power settings](#) for details.

- 1 Turn on your screen.
- 2 Select the beam command on the transmitting device.
- 3 Point the IR port on your Treo directly at the IR port of the transmitting device to open the Beam Status dialog box.
- 4 When the Beam Status dialog box appears, select a category for the entry.
- 5 Select **Yes** to receive the information or **No** to refuse it.

TIP If you do not select a category upon receiving a beamed item, the item is placed in the Unfiled category.

TIP If you can't receive beamed info, make sure that you are not running a third-party app that disables beaming. If you still can't receive a beam, try a soft reset (see [Resetting your Treo](#)).

DID YOU KNOW? You can store a beamed app on your smartphone or send it to an expansion card inserted into the expansion card slot.


Synchronizing information—advanced

Changing which applications sync

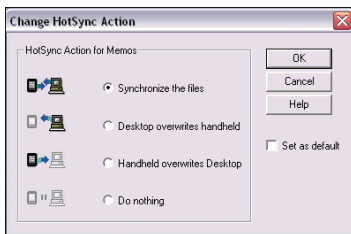
By default, information from Calendar, Contacts, Memos, Pictures & Videos, and Tasks is updated each time you synchronize your smartphone. You can change which applications synchronize. For example, if you don't use the Memos application and you want to speed up synchronization, you can turn off synchronization for Memos.

TIP Windows If you set up your smartphone to sync with Outlook, you can learn how to change which applications synchronize, by doing the following: Click the **HotSync manager** icon in the taskbar and select **Custom**. Select a conduit that syncs with Outlook, click **Change**, and then click **Help**.

WINDOWS ONLY

- 1 Click **HotSync® manager**  in the taskbar in the lower-right corner of your screen.
- 2 Select **Custom**.
- 3 Select your device name from the **User** list at the top of the screen.
- 4 Select the application for which you want to turn synchronization on or off, and then click **Change**.
- 5 Select **Synchronize the files** to turn on synchronization for an app.


Select **Do nothing** to turn off synchronization for an app that currently synchronizes (for example, to turn off synchronization for Memos if you do not use this app).



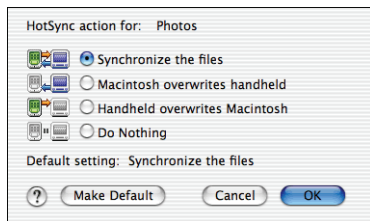
NOTE If you want the information in one location (smartphone or computer) to completely replace the information in the other location for that app, select one of the two overwrite options. For example, if the Calendar info on your smartphone is accurate but the info on your computer has become corrupted, select **Handheld overwrites Desktop** for the Calendar app to have your smartphone info replace your computer info. Note that “handheld” refers to your smartphone and “desktop” refers to your computer.

- 6 (Optional) If you want to make this change permanent, check the **Set as default** box. Otherwise, your change affects only one synchronization (the next one you do); thereafter, the synchronization action reverts to what it was before the change.
- 7 Click **OK**.
- 8 (Optional) To turn synchronization on or off for other apps, repeat steps 4, 5, 6, and 7 for each application you want to change.
- 9 Click **Done**.

MAC ONLY

- 1 Double-click the **Palm Desktop**  icon in the **Palm** folder.
- 2 From the **HotSync** menu, select **Conduit Settings**.
- 3 From the **User** pop-up menu, select your device name.
- 4 Select the application for which you want to turn synchronization on or off, and then click **Conduit Settings**.
- 5 Select **Synchronize the files** to turn on synchronization for an app.

Select **Do nothing** to turn off synchronization for an app that currently synchronizes (for example, to turn off synchronization for Memos if you do not use this app).



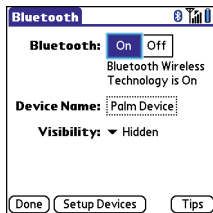
NOTE If you want the information in one location (smartphone or computer) to completely replace the information in the other location for that app, select one of the two overwrite options. For example, if the Calendar info on your smartphone is accurate but the info on your Mac has become corrupted, select **Handheld overwrites Macintosh** for the Calendar app to have your smartphone info replace the info on your Mac. Note that “handheld” refers to your smartphone.

- 6 (Optional) If you want to make this change permanent, click **Make Default**. Otherwise, your change affects only one synchronization (the next one you do); thereafter, the synchronization action reverts to what it was before the change.
- 7 Click **OK**.
- 8 (Optional) To turn synchronization on or off for other apps, repeat steps 4, 5, 6, and 7 for each application you want to change.
- 9 Close the Conduit Settings window.

Setting up a Bluetooth connection for synchronization

If your computer is enabled with Bluetooth wireless technology, you can synchronize wirelessly over a Bluetooth connection.

- 1 Press **Applications**  and select **Bluetooth** .
- 2 Select **Bluetooth On**.



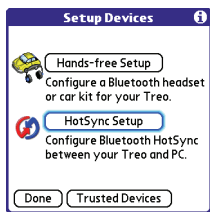
- 3 (Optional) Enter a device name that identifies your Treo 680 when it is discovered by other Bluetooth devices.

NOTE Use the same device name for all your Bluetooth connections. If you change the device name, you need to recreate any partnerships you already created.

- 4 Select the **Visibility** pick list and select **Visible** or **Temporary**.

TIP After you form a partnership with a device, you can change the **Visibility** setting back to **Hidden**. That way only devices with which you've already formed a partnership can find your smartphone. New devices cannot request a connection.

- 5 Select **Setup Devices**.
- 6 Select **HotSync Setup**.



- 7 Follow the onscreen instructions to create a partnership between your smartphone and your computer. In some cases you may need to perform setup steps on your computer before you can complete this step. Check your computer's documentation for specific setup instructions.

- 8 After you finish the HotSync setup, select **Done** to return to Applications View.

You're now ready to sync your Treo 680 with your Bluetooth computer.

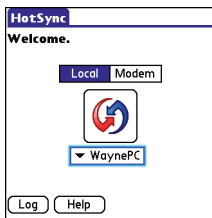
Synchronizing over a Bluetooth connection


When you synchronize using the Bluetooth wireless feature on your Treo, you don't need your sync cable. This is especially useful if you travel with a laptop enabled with Bluetooth wireless technology.

BEFORE YOU BEGIN Verify the following on your computer:

- It includes built-in Bluetooth wireless technology or a Bluetooth adapter.
- Bluetooth is turned on.
- HotSync manager is active. On a Windows computer, you know HotSync manager is active when its icon appears in the lower-right corner of your screen.

- 1 Press **Applications**  and select **HotSync** .



- 2 Select **Local**.
- 3 Select the pick list below the HotSync icon, and then select the name of the PC you set up for Bluetooth synchronization (see [Setting up a Bluetooth connection for synchronization](#)).
- 4 Select the **HotSync**  icon on your smartphone.

When synchronization is complete, a message appears at the top of your smartphone screen. Be patient; synchronization may take a few minutes.


Synchronizing over an infrared connection

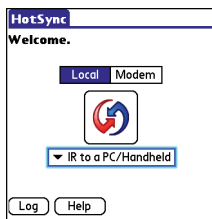
When you synchronize using the IR port on your Treo, you don't need your sync cable. This is especially useful if you travel with an IR-enabled laptop.




BEFORE YOU BEGIN Your computer must include the following items:

- An enabled IR port and driver or an IR device attached to it. Check your computer's documentation to see if it supports IR communication.
- HotSync manager must be active. On a Windows computer, you know HotSync manager is active when its icon appears in the lower-right corner of your screen.

WINDOWS ONLY





- 1 On your computer, click **HotSync manager**  in the taskbar in the lower-right corner of your screen. Make sure that **Infrared** is selected.



- 2 On your smartphone, press **Applications**  and select **HotSync** .
- 3 Select **Local**.
- 4 Select the pick list below the HotSync icon and select **IR to a PC/Handheld**.
- 5 Position the IR port on your Treo within a few inches of your computer's IR port.
- 6 Select the **HotSync**  icon on your smartphone.

When synchronization is complete, a message appears at the top of your smartphone screen. Be patient; synchronization may take a few minutes.

MAC ONLY

- 1 Double-click the **HotSync manager**  icon in the **Palm** folder.
- 2 Click the **HotSync Controls** tab, and then select **Enabled**.
- 3 Click the **Connection Settings** tab, and then check the **On** box next to **IR port**.
- 4 Close the HotSync Software Setup window.
- 5 On your smartphone, press **Applications**  and select **HotSync** .
- 6 Select **Local**.
- 7 Select the pick list below the HotSync icon and select **IR to a PC/Handheld**.
- 8 Position the IR port on your Treo within a few inches of your Mac's IR port.
- 9 Select the **HotSync**  icon on your smartphone.

When synchronization is complete, a message appears at the top of your smartphone screen. Be patient; synchronization may take a few minutes.

Using expansion cards

The expansion card slot on your Treo 680 enables you to add SD cards and MultiMediaCard cards to extend the storage capacity of your Treo 680 (expansion cards sold separately). Here are some examples of what SD and MultiMediaCard expansion cards can store:

- Photos
- MP3 audio files
- Email attachments
- Games
- eBooks
- Microsoft Office files
- Adobe Acrobat files
- Applications
- Databases

TIP SD cards are faster than MultiMediaCard cards for reading and writing information, and SD cards also offer write-protection.

Your Treo 680 is also compatible with SDIO cards, which you can use to add accessories, such as an FM radio module, to your Treo.

IMPORTANT When using an SDIO card, the SDIO card may protrude from the side of your Treo 680 and prevent you from closing the door of the expansion card slot. Be careful not to damage the door. Additionally, some SDIO cards may be too wide to fit inside the expansion door opening, so make sure the SDIO card fits inside the expansion door opening before making your purchase.

Inserting an expansion card

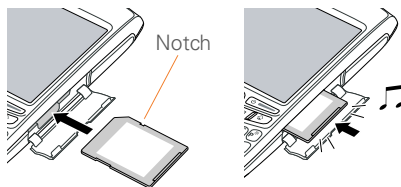
- 1 Open the expansion slot door.



- 2 Hold your Treo with the screen facing you, and hold the card with the label facing you. The notch on the card should be in the upper corner closest to the screen.
- 3 Insert the card into the expansion card slot until you feel it lock into place.

TIP The expansion card slot has a *push-push* mechanism: push in gently to insert a card; push in gently to remove it.

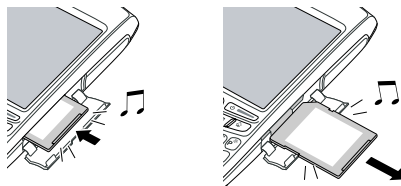
TIP If the Ringer switch is set to Sound On, you hear a confirmation tone when you insert or remove an expansion card.



- 4 Close the expansion slot door.

Removing an expansion card

- 1 Open the expansion slot door.
- 2 Press the card into the expansion slot to release it from the expansion slot.
- 3 After you feel the expansion card slot eject the card, remove the card from the slot.



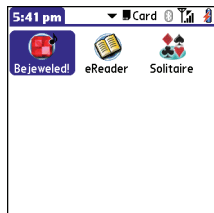
- 4 Close the expansion slot door.


Opening applications on an expansion card

After you insert an expansion card into the expansion card slot, you can open any of the applications stored on the expansion card.

- 1 Insert the expansion card into the expansion card slot. The Card category

of Applications View automatically appears.



- 2 Select the icon for the application you want to open.
- 3 Press **Center**  to open the application.

TIP Install the Files application from the Palm Software Installation CD to easily browse and manage files on an expansion card.

Accessing items stored on an expansion card

When an expansion card contains items such as pictures or songs, you can't view them directly from the Card category in Applications View. You must open the app that recognizes the item.

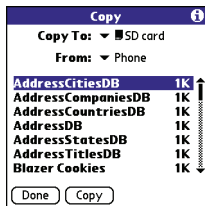
- 1 Insert the expansion card into the expansion card slot. The Card category of Applications View automatically appears.
- 2 Select the **category** pick list in the title bar, and select **All**.
- 3 Select the icon for the application in which you want to open the item. For example, to view a picture, select **Pics&Videos**.


Copying applications between an expansion card and your Treo

You can copy applications from your Treo to your expansion card and vice versa.

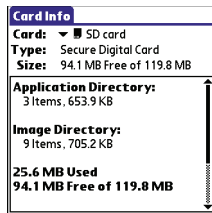
TIP Before you copy an application to an expansion card, make sure that it is compatible with Palm OS software version 5.4.5 or later. Some applications do not work with expansion cards and do not allow you to store files in a location that is separate from the application.

- 1 Press **Applications** .



- 2 Press **Menu** .
- 3 Select **Copy** from the **App** menu.
- 4 Select the **Copy To** pick list and select the destination: **Phone** or **<card name>**.
- 5 Select the **From** pick list and select the location of the application you want to copy: **Phone** or **<card name>**.
- 6 Highlight the application you want to copy.
- 7 Select **Copy**.

Viewing expansion card information





The Card Info application displays general information about the expansion card that is currently in the expansion slot, and it enables you to rename and format a card.

- Press **Applications**  and select **Card Info** .

Renaming an expansion card

If you change the contents of an expansion card, you may at some point want to rename the card to better match its contents.

- 1 Insert the expansion card into the expansion card slot.
- 2 Select the **category** pick list at the top of the screen and select **All**.



- 3 Select **Card Info** .
- 4 Press **Menu** .
- 5 Select **Rename Card** from the **Card** menu.
- 6 Enter a new name for the card.
- 7 Select **OK**.

TIP If you have trouble copying info to, renaming, or formatting an expansion card, make sure the card is not write-protected. Press **Applications** and select **Card Info**. If a This card is read-only message appears, then the card is write-protected. If you're using an SD card, you can slide the write-protect tab to the opposite position to write to the card. See the instructions that came with your card for additional info.

Formatting an expansion card

Formatting an expansion card is similar to formatting a disk on a computer. When you format an expansion card, you erase all the information stored on the card.

TIP If you format a card, any photos or documents that were previously stored on the card are deleted from your desktop software the next time you sync. You can recover these files from the backup folder, or you can prevent the deletion by temporarily changing your sync settings for the affected application to Desktop overwrites handheld.

- 1 Insert the expansion card into the expansion card slot.
- 2 Select the **category** pick list at the top of the screen and select **All**.
- 3 Select **Card Info** .
- 4 Press **Menu** .
- 5 Select **Format Card** from the **Card** menu.
- 6 Enter a new name for the card.
- 7 Select **OK**.



Your personal settings

Customizing your Palm® Treo™ 680 smartphone is great way to make it match your lifestyle and work even harder for you.

On your Treo, you can easily customize the sounds, fonts, screen colors, and more. Take advantage of different levels of security. Prevent making an accidental (and expensive) phone call by locking the keyboard. Some settings can help extend the life of your Treo battery. There are lots of ways to make your Treo work better for you.

Benefits

- Access applications quickly
- Conserve power
- Make your screen easy to read
- Enjoy your smartphone more



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System sound settings

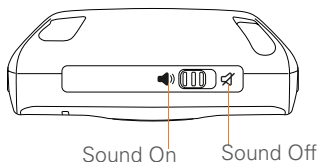
Silencing sounds

You can immediately silence all alerts, ringtones, music that plays through the built-in speaker, and system sounds by sliding the Ringer switch to the Sound Off position. This does not mute the audio during a phone call.

- 1 Slide the **Ringer switch** to the **Sound Off**  position. Your smartphone vibrates once to let you know that you've turned sounds off.
- 2 To hear all sounds again, slide the **Ringer switch** to the **Sound On**  position.

NOTE For info on setting the vibrate option, see the section on setting alert tones in the chapters that describe the individual applications.



When you slide the Ringer switch back to the Sound On position, it restores the previous sound settings.



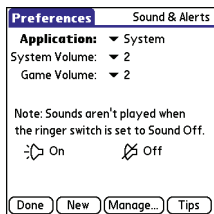
Setting system volume levels

You can set the volume level for system sounds, such as the tone that plays when you synchronize.

TIP If the Ringer switch is set to Sound Off, the ringer setting overrides the sound settings and all sounds are turned off.

- 1 Press **Applications**  and select **Sounds** .
- 2 Select the **Application** pick list and select **System**.

- 3 Select the **System Volume** and **Game Volume** pick lists and select the volume levels.



- 4 Select **Done**.



Display and appearance settings

Adjusting the brightness

Depending on the lighting conditions in which you're using your Treo, you may need to adjust the brightness of the screen and keyboard backlight.

- 1 Press **Option** , and then press **Backlight** .




- 2 Press **Left**  and **Right**  to adjust the brightness.
- 3 Select **Done**.

TIP To temporarily set the backlight to the preset low setting, press **Option + Menu**.

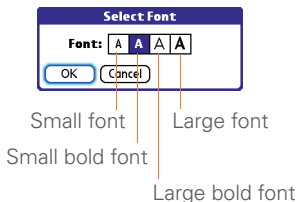
TIP You can also adjust the backlight and set the brightness duration during a call in Power Preferences. See [Optimizing power settings](#).

Changing the screen font

You can change the screen font in Calendar, Contacts, Memos, Messaging, Tasks, and Web. The font styles may vary between applications and some applications may offer fewer choices.

- 1 Open the application in which you want to change the font.
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Font**.



- 4 Select a font style. (In the web browser, select the **Font size** pick list and select **Large** or **Small**.)



- 5 Select **OK**.

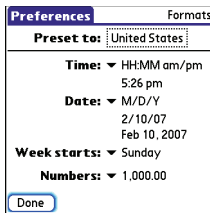
Setting display formats

Formats Preferences enable you to select number conventions based on geographic regions. For example, in the United Kingdom, time often is expressed using a 24-hour clock. In the United States, time is expressed using a 12-hour clock with an AM or a PM suffix. Many of the built-in applications on your Treo 680 use the Formats Preferences settings.

- 1 Press **Applications**  and select **Prefs** .
- 2 Select **Formats**.

- 3 Set any of the following preferences:

Preset to: The standard number conventions for your country. When you select a country, the other Formats Preferences are automatically set to that country's conventions. You can also edit each option individually.



Time: The time format. Select **HH:MM** to display a 24-hour clock.

Date: The date format.



Week starts: The first day of the week (usually Sunday or Monday).

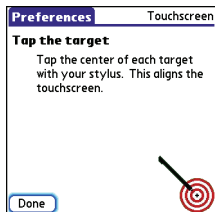
Numbers: The format for numbers with decimal points and commas.

- 4 Select **Done**.

Aligning the screen to correct tapping problems



Occasionally, your Treo screen may need to be readjusted. If this problem occurs, you may see the wrong feature being activated when you tap the screen. To fix the problem, you can align the screen at any time.

- 1 Press **Applications**  and select **Prefs** .
- 2 Select **Touchscreen**.
- 3 Follow the onscreen instructions and tap the screen where indicated.



- 4 Select **Done**.

Changing the system color scheme

- 1 Press **Applications**  and select **Prefs** .
- 2 Select **Color Theme**.
- 3 Select a color scheme from the list.



- 4 Select **Done**.

TIP You can also set the wallpaper for the Main tab in the Phone application (see [Customizing the Main tab in the Phone application](#)) and the background for Calendar Agenda View (see [Customizing display options for your calendar](#)).



Applications settings

You can change the Applications settings on your Treo so that you can easily access the applications you use most often.

You can arrange and display your applications by category, reassign the buttons on your Treo, and select default applications for specific tasks.

Arranging applications by category

You can assign an application to a category and then display a specific category of applications in Applications View.


- 1 Press **Applications** .
- 2 Press **Menu** .
- 3 Select **Category** on the **App** menu.
- 4 Select the pick list next to each application and select a category.
- 5 Select **Done**.

TIP To create a new category, select the **category** pick list and select **Edit Categories**. Select **New**, and then enter the category name. Select **OK** to close the dialog box, and then select **OK**.

DO YOU KNOW? If there is an expansion card in the expansion slot, the card appears in the category pick list and is treated as a category when you press **Applications** repeatedly.



Displaying applications by category

Do one of the following:

- Press **Applications**  repeatedly to cycle through the categories.
- Select the **category** pick list at the top of the screen and select a category. Select **All** to display all of your applications.

Changing Applications View



By default, Applications View displays each application as an icon. As an alternative, you can view a list of applications. The list view is particularly useful when you have so many applications in a category that the applications fill up more than one screen.

- 1 Press **Applications** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Preferences**.
- 4 Select the **View By** pick list and select **List**.
- 5 Select **OK**.

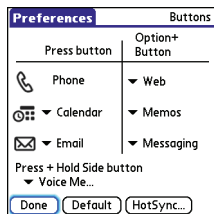
Reassigning buttons

With Buttons Preferences, you can select which applications are associated with the quick buttons and the Side button on your Treo. You can assign a primary and secondary application to each of the three quick buttons that open an application.

NOTE We recommend that you keep the primary button assignments on the factory settings until you become comfortable with the features of your smartphone. If you do change the primary button assignments, remember that the instructions in this guide and in the other help features refer to the original button settings.

- 1 Press **Applications**  and select **Prefs** .
- 2 Select **Buttons**.

- 3 Select the pick list next to the item you want to reassign, and then select an application.



- 4 Select **Done**.



DID YOU KNOW? You can also choose an application to open with the sync button on the USB sync cable. To change this setting, select **HotSync** on the Buttons Preferences screen.

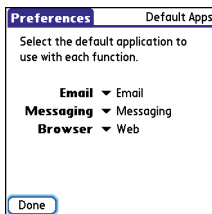
TIP To restore all the buttons and key combinations to their factory settings, select **Default**.

DID YOU KNOW? Some third-party applications automatically take over a button when you install the application.

Changing default applications

Sometimes one application looks for another application to handle information (for example, a mail application might open a browser when you select a link in an email message). Your smartphone comes with a set of predefined applications to handle email, messaging, and browser requests from other applications. If you have more than one application to handle these requests on your smartphone, you can specify which application you want to use for each function.

- 1 Press **Applications**  and select **Prefs** .
- 2 Select **Default Apps**.
- 3 Select each pick list and select the application you want to associate with that function.



- 4 Select **Done**.

Locking your Treo and info

Your Treo includes several features to protect your smartphone from inadvertent use and keep your information private. You can lock any of the following features on your smartphone:

Keyboard (Keyguard): You can use the Keyguard feature to disable the keyboard and all buttons to prevent accidental presses in your bag or pocket.

Screen: You can disable the screen's touch-sensitive feature during an active call or call alert.

Phone (Phone Lock): You can set your phone to require a password to make calls. The built-in security software lets you make emergency calls even if your phone is locked.

Treo: You can set your Treo to require a password for you to see any information on your Treo.


Entries: You can mask or hide entries marked as private and set your smartphone to require a password for viewing them.

Locking your keyboard (Keyguard)

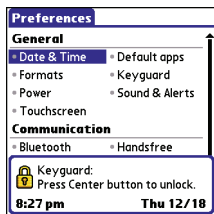
The Keyguard feature locks the keyboard so that you don't accidentally press buttons or activate items on the screen while your smartphone is in a pocket or bag.

By default, Keyguard turns on whenever the screen is off. Each time you wake up the screen, you must turn off Keyguard to unlock the keyboard and use your smartphone.




To turn off Keyguard, do the following:

- 1 When the screen is off, press **Power/End**  to wake up the screen.

- 2 Press **Center**  to turn off **Keyguard**.



You can change how quickly Keyguard turns on, or you can disable this feature altogether. To change the Keyguard settings, do the following:



- 1 Press **Applications**  and select **Prefs** .
- 2 Select **Keyguard**.
- 3 Select the **Auto-Keyguard** pick list, and then do one of the following:
 - Select how quickly you want Keyguard to turn on: **When power is turned off, 5 seconds after power off, or 30 seconds after power off.**
 - Select **Disable** to completely disable the Keyguard feature until you turn it on again by pressing **Option**  +




Power/End  when the screen is on.


4 Select **Done**.

Locking your screen

You can set your smartphone to automatically lock the screen's touch-sensitive features in certain situations.

- 1 Press **Applications**  and select **Prefs** .
- 2 Select **Keyguard**.
- 3 Check any of the following boxes:

Incoming calls received: Disables the screen when the phone rings. You must use the **5-way**  to select the onscreen Answer and Ignore buttons, or press **Send**  to answer the call or **Power/End**  to ignore the call.

On a call: Disables the screen after you answer a call. You must use the **5-way**  to select the onscreen buttons during the call. Use this setting to avoid accidentally pressing onscreen buttons while you're holding your smartphone near your ear to speak.

4 Select **Done**.




DID YOU KNOW? When you check the boxes to disable the touchscreen during a call, the touchscreen is automatically enabled again after you end the call.

Locking your phone (Phone Lock)

You can lock your SIM card to prevent unauthorized calls and use of other wireless features. When your SIM card is locked, you must enter the correct PIN code to unlock it, even if you move it to a different phone. You can still make emergency calls when your phone is locked, however.

IMPORTANT If your SIM card is locked and you enter the wrong PIN more than three times, you must call your wireless service provider for your unique PIN unlock key (PUK) to unlock your SIM card.



TIP When Phone Lock is turned on, other people can still see the info on your smartphone, but they cannot make or receive phone calls or use the other wireless features without your password.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Phone Lock**.
- 4 Check the **Lock SIM** box.
- 5 When prompted, enter the current **PIN** and select **OK**. (Unless you changed your PIN, enter the default PIN, provided with your wireless service provider's account materials.)
- 6 If you want to change the PIN, select **Change PIN**, enter a new PIN, and then select **OK**. Repeat this step to verify the new PIN.
- 7 If your SIM card supports fixed number dialing (FDN), select **Advanced** and check the **Enable Fixed Number Dialing** box to restrict dialing to the numbers in your FDN list. When prompted, enter your **PIN2** and then select **OK**.
- 8 Turn your phone off to activate the phone lock feature.
- 9 To turn your phone on again, press and hold **Power/End** , enter your PIN, and then select **OK** to unlock your smartphone.

TIP To manage your FDN list, press **Applications** select **SIM Book**, press **Menu**, and then select **Modify FDN** from the **Options** menu.

Your SIM card locks again when you turn off your smartphone and then turn it back on.

To disable the current Phone Lock settings:

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Phone Lock**.
- 4 Uncheck the **Lock SIM** box.
- 5 Enter your **PIN** code.
- 6 Select **OK**.

Locking your Treo

To protect your personal information, you can lock your Treo 680 so that you need to enter your password to access any of your information or use any of the features on your Treo, including the phone. You can, however, still make emergency calls when your Treo is locked.

IMPORTANT If you lock your Treo, you must enter the exact password to unlock it. If you forget the password, you need to perform a hard reset to resume using your Treo. Performing a hard reset deletes all the entries in your Treo. If you use password protection in Palm Desktop software, you must remember your password to restore your info. However, if you *do not* use password protection in Palm Desktop software, you can restore all previously synchronized info the next time you sync (see [Synchronizing information—the basics](#)).

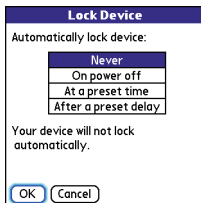
- 1 Press **Applications**  and select **Security** .
- 2 Select the **Password** box.



- 3 Assign a password and a password hint.

- 4 Select the **Auto Lock Device** box.
- 5 When prompted, enter your password and select **OK**.
- 6 Select one of the following options:

Never: Prevents your Treo from locking automatically.




On power off: Locks your Treo when you turn off the screen, or when it shuts off with the Auto-off feature.

At a preset time: Locks your Treo at a specific time of day.

After a preset delay: Locks your Treo after a period of inactivity.

- 7 Select **OK**.
- 8 Do one of the following:
 - Select **Lock & Turn Off** to lock your Treo immediately.

- Press **Applications**  to accept your settings and continue using your Treo.

TIP After you create a password, you can lock your system manually. Press **Applications** and select **Security**. Select **Lock & Turn Off**, and then select **Off & Lock**.

TIP To change your password, select the **Password** box, enter your current password, and then enter the new password. To delete your password, select the **Password** box and then select **Unassign**.

Working with private entries

In most applications, you can mark individual entries as private. All private entries remain visible and accessible until you select the Security setting. You have three Security setting options:

Show Records: Private records are visible.

Hide Records: Private entries do not appear anywhere in the application.



Mask Records: Private entries are replaced with a gray bar that lets you know the entry is there but keeps it from being legible.

After you enable the mask or hide setting, any entries marked as private are immediately hidden or masked. If you define a password, you must enter it to display private entries. If you do not define a password, you (or anyone else) can reveal private entries without a password.

- 1 Open the entry that you want to mark private.
- 2 Select **Details**.
- 3 Check the **Private** box.
- 4 Select **OK**.



Hiding or masking all private entries

Make sure the entries you want to mask or hide are marked private.


- 1 Press **Applications**  and select **Security** .
- 2 Select the **Current Privacy** pick list and select either **Hide Records** or **Mask Records**.
- 3 If prompted for your password, enter it and then select **OK**.

Viewing all private records

You can reveal all the entries you've hidden or masked.

- 1 Press **Applications**  and select **Security** .
- 2 Select the **Current Privacy** pick list and select **Show Records**.
- 3 If prompted for your password, enter it and then select **OK**.



Viewing private entries in a specific application

- 1 Open the application that contains the private entries you want to see.
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Security**.
- 4 Select the **Current Privacy** pick list and select **Show Records**.
- 5 Select **OK**.
- 6 If prompted for your password, enter it and then select **OK**.

Security and Palm Desktop software (Windows)

You can set the Windows version of Palm® Desktop software to observe the security password for your Treo 680. If you forget your password, you cannot view your information in Palm Desktop. If your smartphone is unlocked, you can change your password on your smartphone, but all entries marked as private are deleted. You can restore your private entries the next time you sync and then create a new password.



Follow these steps to recover from a lost password:

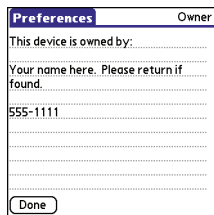
- 1 Press **Applications**  and select **Security** .
- 2 Select the **Password** box.
- 3 Select **Lost Password**.
- 4 Select **Yes**.

TIP If you want additional security for Palm Desktop files, you may want to purchase a third-party solution.

Entering owner information

You can use Owner Preferences to record information that you want to associate with your Treo 680, such as your name, company name, and home phone number. If you lock your Treo (see [Locking your Treo](#)), the Owner Preferences information appears on the screen that requests your password to unlock it, and you must also enter your password to change the Owner Preferences information.

- 1 Press **Applications**  and select **Prefs** .
- 2 Select **Owner**.
- 3 If you assigned a password with the Security application, select **Unlock**, enter your password, and then select **OK** to continue.
- 4 Enter the text that you want to appear in the Owner Preferences screen.





- 5 Select **Done**.

System settings

Setting the date and time

Date & Time Preferences enable you to manually set the date, time, and location (time zone) setting for your smartphone. You can also set your Treo to synchronize the date, time, and time zone with your wireless service provider network when your phone is on, you are inside a coverage area, and the date, time, and time zone are available from the network.

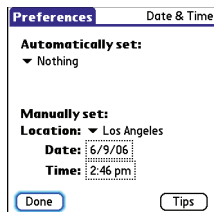
- 1 Press **Applications**  and select **Prefs** .
- 2 Select **Date & Time**.

- 3 Select the **Automatically set** pick list and select one of the following settings:

Date, time and time zone: The date, time, and time zone are acquired from your wireless service provider's network (if settings are available from the network).

Date and time: Lets you set the time zone manually. The date and time are acquired from your wireless service provider's network (if settings are available from the network).

Nothing: Lets you set the date, time, and time zone manually. No info is acquired from your wireless service provider's network.



- 4 If the **Location** pick list appears, select it, and then select a city in your time zone.



TIP If a city in the same time zone is not on the list, select **Edit List**, select **Add**, select a city in your time zone, and then select **OK**. If necessary, modify any of the settings in the Edit Location dialog box, and then select **OK**.

- 5 If the Date and Time fields appear, select the **Date** field and select the date, and then select the **Time** field and select the time.
- 6 Select **Done**.

TIP You can also set time zones for Calendar events. See [Creating an event](#).

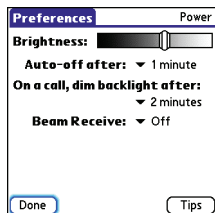
Optimizing power settings

Power Preferences enable you to adjust settings to maximize the battery's performance.

- 1 Press **Applications**  and select **Prefs** .
- 2 Select **Power**.

- 3 Set any of the following preferences:

Brightness: Sets the intensity of the screen and keyboard backlights. Drag the slider or press **Left** ◀ and **Right** ▶ to adjust the brightness level.



Auto-off after: Determines how long your screen stays on during a period of inactivity. When there is no interaction with the keyboard or screen for the specified time period, your smartphone turns off automatically.

On a call, dim backlight after: Determines how long the backlight stays on at normal intensity during a phone call. After the specified time period, the backlight dims to conserve power during a long phone call.

Beam Receive: Determines whether your Treo is ready to receive information over an infrared beam. If you leave this option turned off, you must return to this screen to turn on this option the next time you want to receive a beam.

- 4 Select **Done**.



TIP You can also access the brightness setting by pressing **Option + P**. To temporarily set the backlight to the preset low setting, press **Option + Menu**.

Connecting to a VPN

If you want to use your Treo to access your corporate email account or other files on your corporate server, you may need to set up a virtual private network (VPN) on your Treo. A VPN enables you to log in to your corporate server through the company's firewall (security layer). You need a VPN client on your smartphone if your smartphone and your company's server are located on opposite sides of the firewall.

Check with your company's system administrator to see if a VPN is required to access the corporate server. If a VPN is necessary, you must purchase and install a third-party VPN client on your smartphone to use this feature.

TIP For information about third-party VPN client software, see the Palm Software Installation CD or visit www.palm.com/treo680gsm.

- 1 Install your third-party VPN client. See [Installing applications](#) for details.
- 2 Press **Applications**  and select **Prefs** .
- 3 Select **VPN**.
- 4 Enter the settings provided by your corporate system administrator.



Common questions

Although we can't anticipate all the questions you might have, this chapter provides answers to some of the most commonly asked questions. For additional information and answers to other common questions, visit www.palm.com/treo680gsm-support.

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Upgrading

If you experience problems with your Palm® Treo™ 680 smartphone after performing the upgrade steps in this guide, you may have incompatible applications or settings that were not quarantined during the installation process. These Incompatible applications or settings can lead to numerous issues, including system resets and freezes. If you experience a problem after upgrading, follow the steps in this section to remove the incompatible apps from your smartphone and to transfer your other info to your new smartphone.

NOTE If you have trouble installing a third-party application, contact the developer for assistance.

We recommend that you *do not* install apps that do any of the following:

- Modify phone functions, such as ringtones, dialing, or caller ID
- Replace organizer features, such as Contacts or Calendar

- Set data connection features, such as activating or ending data connections
- Provide web clipping features, such as PQA files
- Provide instant messaging features

If you want to continue using these types of applications, please contact the third-party developer for software updates and info about compatibility with your Treo 680.

WINDOWS ONLY

- 1 On your computer, click **Start>Programs>Palm>Safe HotSync.**
- 2 Follow the instructions on the screen.
- 3 Locate the **Old_Apps** folder on your computer. This folder is usually located inside one of the following folders:
**C:\Program Files\Palm\
C:\Program Files\palmOne\
C:\Program Files\Handspring**
- 4 To help you identify the app that is causing the problem, move one app at a time from the **Old_Apps** folder to the **Backup** folder, and then sync.

If the problem recurs, delete the last app you installed and report the problem to its developer.

- 5 Repeat step 4 for each of the apps in the **Old_Apps** folder.

NOTE If you have trouble moving apps from the Old_Apps folder to the Backup folder, or determining which files to move, try reinstalling the app using the original third-party developer files.

TIP Need more info on the Backup folder? See [What is the backup folder?](#).

MAC ONLY

- 1 Locate your **user** folder on your computer.

NOTE Your user folder name is the same as your device name and is usually found in this location: **<Mac hard drive> : Users : <your Mac username> : Documents : Palm : Users**

- 2 Select your **user** folder and Option-drag it to your Mac desktop to make a copy of that folder.
- 3 Confirm that your copy includes the **Backup** subfolder and that all the files in the original Backup subfolder are also in the copy of the Backup subfolder.
- 4 Delete all files from the original **Backup** subfolder.
- 5 Perform a hard reset on your Treo 680. See [Resetting your Treo](#) for instructions.
- 6 Sync your Treo 680 with your new desktop software and be sure to select your existing device name from the User list.
- 7 To help you identify the app that is causing the problem, move one third-party app from the copy of the **Backup** subfolder to the original **Backup** subfolder, and then sync.
If the problem recurs, delete the last app you installed and report the problem to its developer.
- 8 Repeat step 7 for each of the third-party apps in the copy of the **Backup** folder.

Desktop software installation

If you are having trouble installing the desktop software, you may have the wrong version of the software or some of your computer's resources may be unavailable.

TIP The Palm Software Installation CD installs software that lets you synchronize using Palm® Desktop software or Microsoft Outlook for Windows. If you want to synchronize using a different personal information manager (PIM), you must install a third-party solution. Contact the PIM's author or vendor to learn if software is available for your Treo 680.

Follow these steps to retry the installation.

- 1 Make sure your computer profile includes administrator rights to install software. In large organizations, these are usually granted by the system administrator.
- 2 Restart your computer.

- 3 Quit any active applications, including virus scanners and Internet security applications.
- 4 Make sure you're installing the software from the Palm Software Installation CD that came with your new Treo 680. Other versions of the desktop software may not work with your Treo 680.
- 5 Insert the Palm Software Installation CD to restart the installation.

IMPORTANT Always use the same language for your Treo, your computer operating system, and your desktop software. Otherwise, you may lose information or have difficulty with synchronization. Support is not provided for mismatched language setups.

Resetting your Treo

Performing a soft reset

A soft reset is similar to restarting a computer. If your Treo is not responding or you have trouble synchronizing with your computer, a soft reset may help. All your

info is retained when you perform a soft reset.

- 1 Remove the battery from your smartphone, and then reinsert it.
Don't know how? See [Replacing the battery](#).

NOTE The reset begins when you reinsert the battery.

- 2 At the end of the soft reset, Date & Time Preferences appears. Select **Done**.

Performing a system reset

A system reset, also called a safe or warm reset, tells your Treo to stop what it's doing and start over again without loading any system extras. If your Treo loops or freezes during or after a soft reset, a system reset may help. Performing a system reset can release your Treo from an endless loop so that you can uninstall a third-party application that may be causing the looping.

- 1 Remove the battery from your smartphone, and then reinsert it.

Don't know how? See [Replacing the battery](#).

- 2 When the Palm logo appears, press and hold **Up** ▲ until the black status bar at the bottom of the screen fills and disappears, and then release **Up** ▲.
- 3 Delete the third-party application that you suspect is causing the problem.
- 4 Perform a soft reset. The wireless features of your smartphone are not available until you complete this step.



Performing a hard reset

A hard reset erases all information and third-party software on your Treo. Never perform a hard reset without first trying a soft reset, a system reset, and trying to resolve third-party software issues. (See [Third-party applications](#) for suggestions on diagnosing third-party software issues.) After a hard reset, you can restore previously synchronized information the next time you sync.

IMPORTANT If you set a password on your smartphone, performing a hard reset reformats your smartphone. This is a more severe form of a hard reset, which

removes all your information, and restores your formats, preferences, and other settings to the factory default settings.

TIP Some third-party applications do not create a backup on your computer when you synchronize. If you perform a hard reset, you may lose data in these applications and you will need to reinstall the application after the hard reset. Please contact the application's developer to find out which data is backed up during synchronization.



- 1 Remove the battery from your smartphone, and then reinsert it. Don't know how? See [Replacing the battery](#).
- 2 When the Palm logo appears, press and hold **Power/End**  until the black status bar at the bottom of the screen fills and disappears, and then release **Power/End** .
- 3 When the **Erase all data?** prompt appears, press **Up** ▲ to confirm the hard reset.

IMPORTANT If a **Reformatting in progress** message appears, do not touch

your smartphone until the process is complete. This may take up to 10 minutes.

- 4 When the language selection screen appears, select the same language you selected for your desktop software.


IMPORTANT Always use the same language for your Treo, your computer operating system, and your desktop software. Otherwise, you may lose information or have difficulty with synchronization. Support is not provided for mismatched language setups.

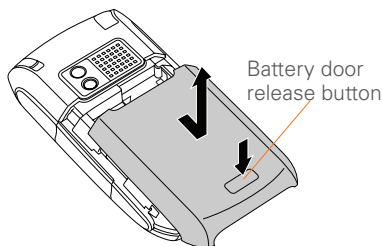
- 5 (Optional) If you want to confirm that the hard reset was successful, press **Applications**  and select **HotSync** . If you see your device name in the upper-right corner, the hard reset was *not* successful.

Replacing the battery

Your Treo 680 comes with a replaceable battery. Be sure to use a replacement battery that is recommended or sold by Palm and is compatible with the Treo 680.

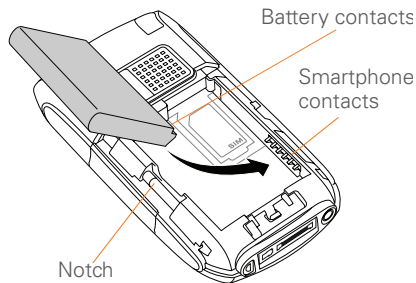
CAUTION Failure to use the proper battery may result in a risk of personal injury or product damage, and it voids your smartphone warranty.

- 1 Press **Power/End**  to turn off the screen.
- 2 Press the **Battery door release** button, and slide the battery door downward to remove it from your smartphone.



- 3 Place a finger in the notch next to the battery, and lift up the old battery at a 45-degree angle to remove it from the compartment.
- 4 Align the metal contacts on the new battery with the contacts inside the battery compartment, insert the new battery into the compartment at a

45-degree angle, and then press it into place.




IMPORTANT Use the battery that came with your Treo 680. Do *not* use a battery from another Treo model in your Treo 680. Similarly, do *not* use the Treo 680 battery in another Treo model. Using a battery that is designed for another Treo model can damage your Treo 680.

- 5 Slide the battery door onto the back of the smartphone until it clicks into place.
- 6 Connect your Treo to the charger or sync cable to charge the new battery.

TIP Be sure to dispose of your old battery properly. In some areas, disposal in household or business trash is prohibited.

Screen





The screen appears blank

- 1 When a call lasts longer than the limit specified in Power Preferences, the screen dims automatically. In certain lighting conditions, the screen may appear blank when this occurs. Press any key except Power/End to restore the screen to normal brightness. Pressing Power/End hangs up the call.
- 2 When a period of inactivity lasts longer than the limit specified in Power Preferences, the screen turns off. Press and release **Power/End**  to wake up the screen.
- 3 Look closely at the screen. If you can see a dim image, try adjusting the screen brightness (see [Adjusting the brightness](#)).
- 4 If the screen is still blank, perform a soft reset (see [Performing a soft reset](#)).

- 5 If the problem persists, connect your Treo to the charger (see [Charging the battery](#)) and perform a soft reset again.
- 6 If that doesn't work, perform a hard reset (see [Performing a hard reset](#)).



TIP To find carrying cases that protect the screen and other useful accessories, visit www.palm.com/treo680gsm.

The screen doesn't respond accurately to taps or it activates wrong features

- 1 Press **Applications** .
- 2 Use the **5-way**  to select **Prefs** .
- 3 Use the **5-way**  to select **Touchscreen**.
- 4 Follow the onscreen instructions to align the screen.
- 5 Select **Done**.
- 6 If the problem persists, check for dirt between the screen and the edge of the smartphone.
- 7 If you're using a screen protector, make sure that it is properly installed.

There's a blinking bell in the upper-left corner

The blinking bell in the upper-left corner of the screen is the Alert icon. It appears when you have alarms or messages that you haven't acknowledged.

- 1 Press and hold **Center**  or tap the blinking bell  with your stylus.
- 2 When the list of pending alerts appears, do any of the following:
 - Select the text of the alert to view the item. The item stays in the list.
 - Check the box next to an alert to clear it from the list, and then select **Done**.

Synchronization

Synchronization backs up the information from your Treo onto your computer and vice versa. If you ever need to perform a hard reset or otherwise need to erase all your information on your smartphone, you can synchronize your smartphone with your computer to restore the info. Similarly, if your computer crashes and your Palm Desktop info is damaged, you can recover

your info by synchronizing with your smartphone. To make sure you always have an up-to-date backup of your info, synchronize frequently.

This section describes synchronization between your Treo and a desktop computer running Palm Desktop software. You can also synchronize the information on your Treo using third-party applications. See the documentation for the third-party application for information on features and configuration.

Before you attempt to synchronize, make sure you've installed the desktop synchronization software from the Palm Software Installation CD.

TIP Every device needs a unique name. Never synchronize more than one device to the same device name on your computer.

I can't find my user folder

Windows: If your device name is one word, your user folder name is the first six characters of your device name. If your device name is two words, your user folder name consists of the first six characters of

the second word of your device name followed by the first letter of the first word. For example, if your device name is John Smith, your user folder is named SmithJ. Your user folder is usually located inside one of the following folders:

**C:\Program Files\Palm\
C:\Program Files\palmOne\
C:\Program Files\Handspring**

Mac: Your user folder name is the same as your device name and is usually found in this location: **<Mac hard drive> : Users : <your Mac username> : Documents : Palm : Users**

What is the backup folder?

The Backup folder is located inside your user folder (see [I can't find my user folder](#)). During synchronization, HotSync® Manager puts a copy of most of your info and applications in the Backup folder. (Some third-party apps do not put a copy in the Backup folder.) The next time you sync, HotSync Manager compares the contents of the Backup folder to the contents of your smartphone, and then restores any missing info or applications.


If an app that you deleted reappears on your smartphone, try deleting the app from your Backup folder.

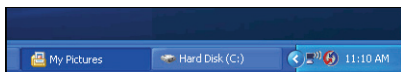
Palm Desktop does not respond to a sync attempt

- 1 Make sure that the USB sync cable is securely connected to the USB port on your computer and on the bottom of your smartphone (see [Synchronizing information—the basics](#)).

TIP If you're having trouble trying to sync using an IR or Bluetooth® wireless technology connection, try using the USB sync cable instead. If this solves the problem, then check your IR or Bluetooth settings (see [Synchronizing information—advanced](#)).

- 2 Make sure that HotSync manager is running:

Windows: Right-click **HotSync manager**  in the taskbar in the lower-right corner of your computer screen, and make sure that **Local USB** is checked. If you don't see the HotSync manager icon, click **Start**, select **Programs**, select **Palm**, and then select **HotSync Manager**.



Mac: Find the **Palm** folder on your Mac hard drive. Double-click the **HotSync manager** icon in the **Palm** folder. In the Connection Settings panel, set the **Local Setup port** to **Palm USB**.

- 3 Synchronize. If the synchronization is successful, you do not need to complete the remaining steps.
- 4 Perform a soft reset (see [Performing a soft reset](#)).
- 5 Synchronize. If the synchronization is successful, you do not need to complete the remaining steps.
- 6 If problems persist and you're synchronizing through a USB hub, try connecting the sync cable to a different USB port or directly to your computer's built-in USB port.
- 7 Synchronize. If the synchronization is successful, you do not need to complete the remaining steps.
- 8 Check the multi-connector on the bottom of your smartphone for debris or

discoloration. Carefully clean the connector by dipping a cotton swab in some rubbing alcohol and gently wiping the metal contacts on the connector. Try to sync again.

- 9 Check the connector on the USB sync cable for integrity and cleanliness. Make sure the pins on the connector are straight, protruding, and not damaged. If the cable appears to be damaged, stop here and locate another USB sync cable.
- 10 **WINDOWS ONLY** Uninstall Palm Desktop software. Click **Start**, select **Settings**, select **Control Panel**, select **Add or Remove Programs**, select **Palm Desktop software**, and then click **Change/Remove**.

NOTE Mac computers do not provide an option for uninstalling Palm Desktop software. Contact Technical Support if the problem persists after completing step 7.

- 11 Reboot your computer.
- 12 Reinstall Palm Desktop software from the Palm Software Installation CD that came with your Treo 680.

Synchronization starts but stops without finishing

TIP The HotSync Log can give you information about your most recent synchronization.

Windows: Right-click the **HotSync manager** icon in the taskbar in the lower-right corner of your computer screen, and then select **View Log**.

Mac: Open Palm Desktop software. From the **HotSync** menu, select **View Log**.

If you upgraded from a previous Palm OS® device or received a system error, such as Sys0505, there may be conflicts with software on your smartphone.

- 1 Locate your **Backup** subfolder and rename the folder (for example, BackupOld).

Windows: C:\Program Files\Palm\<device name>

Mac: <Mac hard drive> : Applications : Palm : Users : <device name>

NOTE Can't find a Palm folder in Program Files? Then look for a palmOne or Handspring folder instead. For more info, see [I can't find my user folder](#).

- 2 Synchronize.
 - 3 If the problem is resolved, begin reinstalling your third-party applications one at a time by double-clicking a single file in the original **Backup** subfolder that you renamed, and sync after each application you install. If the problem recurs, delete the last application you installed and report the problem to its developer.
 - 4 **WINDOWS ONLY** If the Windows New Hardware Wizard appears, the synchronization process may be timing out before the wizard completes its job. Follow all instructions in the New Hardware Wizard, and then sync again.
 - 5 **WINDOWS ONLY** Uninstall Palm Desktop software. Click **Start**, select **Settings**, select **Control Panel**, select **Add or Remove Programs**, select **Palm Desktop software**, and then click **Change/Remove**.
- NOTE** Mac computers do not provide an option for uninstalling Palm Desktop software. Contact Technical Support if the problem persists after completing step 3.
- 6 Reboot your computer.

- 7 Reinstall Palm Desktop software from the Palm Software Installation CD that came with your Treo 680.

Synchronization finishes but info doesn't appear where it should

- 1 Make sure you're synchronizing with the intended desktop personal information manager (PIM). The Palm Software Installation CD enables you to choose whether you want to synchronize with Palm Desktop software or Microsoft Outlook for Windows. Reinsert the installation CD and select **Change your synchronization method** if necessary. If you use a different PIM, you need to install third-party software to synchronize. For more information, consult the company that makes the PIM.
- 2 If multiple Palm OS devices are synchronizing with your computer, make sure the name of the device you are synchronizing appears in the **User** field on the toolbar of Palm Desktop software.

- 3 Open HotSync manager on your computer, and make sure the necessary conduits are set to **Synchronize the files**.

NOTE If you need to change the setting to **Synchronize the files**, be sure to check the **Set as default** box as well.

- 4 **WINDOWS ONLY** Uninstall Palm Desktop software. Click **Start**, select **Settings**, select **Control Panel**, select **Add or Remove Programs**, select **Palm Desktop software**, and then click **Change/Remove**.

MAC ONLY Mac computers do not provide an option for uninstalling Palm Desktop software. Contact Technical Support if the problem persists after completing step 3.


- 5 Reboot your computer.
- 6 Reinstall Palm Desktop software from the Palm Software Installation CD that came with your Treo 680.
- 7 (Outlook only) If you're trying to synchronize offline, set your Outlook Calendar, Contacts, Notes, and Tasks to be available offline.

TIP Outlook subfolders and public folders are not accessible with the included software. You may wish to use a third-party solution instead.

TIP (Outlook only) If you want to sync your info with a global Exchange Address Book, you must copy the addresses to your local Contacts list in Outlook (right-click the addresses and select **Add to Personal Address Book**).

TIP For more info on Outlook conduits, right-click the **HotSync manager** icon in the taskbar, select **Custom**, select an app with Outlook in its name, and then select **Help**.

I have duplicate entries in Microsoft Outlook after I sync

- 1 Open Microsoft Outlook and delete the duplicate entries.
- 2 On your computer, go to the application with duplicate entries and manually enter any info you added to your smartphone since the last time you synchronized.
- 3 Right-click **HotSync manager**  in the taskbar and select **Custom**.
- 4 Select an application that has duplicate entries and also has Outlook in its name.


- 5 Click **Change**.
- 6 Select **Desktop overwrites handheld**, and then click **OK**.
- 7 If more than one application has duplicate entries, repeat steps 4 through 6 for each application with duplicates.
- 8 Click **Done**.
- 9 Synchronize your smartphone and your computer.

My appointments show up in the wrong time slot after I sync

If you create an appointment in the wrong time zone (i.e., your desktop was set to the wrong time zone), it shows up in the wrong time zone on your Treo. To be safe, enable local network time and avoid assigning time zones to your appointments.




If you're using **Microsoft Outlook**:

- 1 Make sure that you installed the Microsoft Outlook conduit that came with your Treo 680. If you're not sure whether this software is installed, reinstall Palm Desktop software from the Palm Software Installation CD that came with your smartphone.

- 2 Open Microsoft Outlook and correct the wrong entries.
- 3 On your computer, manually enter any Calendar info you added to your smartphone since the last time you synchronized.
- 4 Click **HotSync manager**  in the taskbar and select **Custom**.
- 5 Select an application that has both Calendar and Outlook in its name.
- 6 Click **Change**.
- 7 Select **Desktop overwrites handheld**, and then click **OK**.
- 8 Synchronize your smartphone and your computer.
- 9 Repeat steps 4 through 6 to open the Calendar Change HotSync Action dialog box again.
- 10 Make sure **Synchronize the files** is selected and **Set as default** is checked, and then click **OK**.

You should now be able to assign time zones to your events without encountering this problem.

If you're using **Palm Desktop software**:

- 1 On your smartphone, press **Calendar** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Preferences**.
- 4 Uncheck the **New events use time zones** box (if it's checked).
- 5 On your computer, open Palm Desktop software and correct the wrong entries.
- 6 On your computer, manually enter any Calendar info you added to your smartphone since the last time you synchronized.
- 7 Click **HotSync manager**  in the taskbar and select **Custom**.
- 8 Select **Calendar**.
- 9 Click **Change**.
- 10 Select **Desktop overwrites handheld**, and then click **OK**.
- 11 Synchronize your smartphone and your computer.
- 12 Repeat steps 7 through 9 to open the Calendar Change HotSync Action dialog box again.

- 13** Make sure **Synchronize the files** is selected and **Set as default** is checked, and then click **OK**.

You should now be able to assign time zones to your events without encountering this problem.

IMPORTANT To avoid this problem in the future, do not assign time zones to your events. Palm Desktop software does not support time zones.


The text of my memos is truncated after I sync

If you use your desktop software to create a memo that is longer than 4,096 characters, the excess characters are truncated when you transfer the memo to your Treo 680.

Phone

Signal strength is weak

Become familiar with low coverage areas where you live, commute, work, and play. Then you will know when to expect signal strength issues. You can check signal

strength by looking at the **Signal Strength**  icon in the title bar of the Main tab in the Phone application. The stronger the signal, the more bars that appear. If you are outside a coverage area, no bars appear.

- 1 If you're standing, move about ten feet in any direction.
- 2 If you're in a building, move near a window. Open any metal blinds.
- 3 If you're in a building, move outdoors or to a more open area.
- 4 If you're outdoors, move away from large buildings, trees, or electrical wires.
- 5 If you're in a vehicle, move your Treo so that it's close to a window of your vehicle.

My Treo won't connect to the mobile network

- 1 Try the suggestions about signal strength described in [Signal strength is weak](#).
- 2 Turn off your phone and turn it on again (see [Turning your phone on and off](#)).
- 3 Remove the SIM card and reinsert it (see [Inserting the SIM card and battery](#)).

- 4 Perform a soft reset (see [Performing a soft reset](#)).


The other person hears an echo

- Try decreasing the volume on your Treo to avoid coupling or feedback on the other person's end. This applies to both the speakerphone and the earpiece.
- Position the earpiece closer to your ear to prevent sound leaking back to the microphone. Keep your hand away from the microphone hole, which is on the bottom right side of the smartphone.
- If you're using the speakerphone feature with your Treo lying on a flat surface, try turning the Treo face down (screen facing the surface).


I hear my own voice echo

Ask the person on the other end of the call to turn down the volume on his or her phone or to hold the phone closer to his or her ear.

My voice is too quiet on the other end

- Be sure to place the bottom of the Treo, or the hands-free microphone, close to your mouth.
- Check the **Signal Strength**  icon in the title bar of the Main tab in the Phone application. If the signal is weak (few bars are displayed), try the suggestions about signal strength described in [Signal strength is weak](#).

I hear static or interference

Check the **Signal Strength**  icon in the title bar of the Main tab in the Phone application. If the signal is weak (few bars are displayed), try the suggestions about signal strength described in [Signal strength is weak](#).


If you're using a Bluetooth hands-free device, see [I hear static or interference when using my Bluetooth hands-free device](#).

My phone seems to turn off by itself

If a system error and reset occur, the Treo 680 automatically turns the phone on if it was on before the reset. However, if the

Treo 680 can't determine if your phone was on before the reset, the phone does not automatically turn on (see [Turning your phone on and off](#)). If the problem persists and you're using third-party applications, see [Third-party applications](#) for additional suggestions.

My Treo makes or answers calls when it's in a bag or pocket

Items in your bag or pocket may be pressing the onscreen Answer button or otherwise activating screen items. If this happens, be sure to press **Power/End**  to turn off the screen before placing your Treo in a bag or pocket. You may also want to disable the screen's touch-sensitive feature during incoming calls (see [Locking your screen](#)).



TIP To find carrying cases that can help prevent your smartphone from making calls, as well as other useful accessories, visit www.palm.com/treo680gsm.

Hands-free devices

TIP Bluetooth range is up to 30 feet in optimum environmental conditions. Performance and range may be affected by physical obstacles, radio interference from nearby electronic equipment, and other factors.

I can't make or receive calls using a Bluetooth hands-free device

Confirm all the following:

- The Bluetooth device is compatible with your smartphone. Go to www.palm.com/treo680gsm-support for a list of compatible devices.
- Press **Applications**  and select **Bluetooth** . Make sure the **Bluetooth** setting is **On**.
- You have already formed a partnership between your Treo 680 and your hands-free device, and that the hands-free device appears in the Trusted Devices list. (see [Connecting to a Bluetooth hands-free device](#)).

- Your hands-free device is charged and turned on.
- Your Treo is within range of the hands-free device.

If the problem persists, turn the **Bluetooth** setting **Off** and then turn it **On** again. If it still persists, create a new partnership with the hands-free device (see [Connecting to a Bluetooth hands-free device](#)).

I hear static or interference when using my Bluetooth hands-free device

- Try moving your Treo closer to the hands-free device. Audio quality degrades as the distance between your Treo and hands-free device increases. The effective range for a device varies between manufacturers.
- Confirm that no obstructions, including your body, are between your Treo and your hands-free device.
- If the problem persists, turn the **Bluetooth** setting **Off** and then turn it back on again. If it still persists, create a new partnership with the hands-free device (see [Connecting to a Bluetooth hands-free device](#)).

TIP For best performance, keep your Bluetooth hands-free device and your phone on the same side of your body.

Some features of my Bluetooth hands-free device don't work with my Treo

- Check the Palm compatibility list at www.palm.com/treo680gsm-support to ensure that your device is compatible.
- Check the documentation that came with your device or the manufacturer's website for information specific to your device.

Email

- For troubleshooting info on the VersaMail® application, see the *User Guide for the VersaMail Application* on your computer.



Windows: Start>Programs>Palm

Mac: Insert the Palm Installation CD and click the link to the *User Guide for*

the VersaMail Application in the **Documentation** folder.

Messaging

I can't tell if data services are available

When your phone is on, icons appear in the title bar in the Main tab in the Phone application to indicate whether data services are available and whether a data connection is active. Make sure that either of the following icons appears in the title bar of the Main tab:  . If you do not see either of these icons, data services are not available in your current location and you cannot exchange multimedia messages.

I can't send or receive text messages

- Make sure your SIM card is inserted correctly (see [Inserting the SIM card and battery](#)) and your phone is turned on (see [Turning your phone on and off](#)).
- Contact your wireless service provider to verify that your plan includes text messaging services, that these services



have been correctly activated, and that they are available at your location. Your wireless service provider should be able to tell you if text messaging services have been experiencing transmission delays. Delays can also occur between the time that a message is sent and the time it is received.

- Verify with the recipient that the receiving device can handle text messages.
- If a text message arrives but does not display an alert, perform a soft reset (see [Performing a soft reset](#)).

I can't send or receive multimedia messages



- Make sure your phone is turned on (see [Turning your phone on and off](#)).
- Contact your wireless service provider to verify that your plan includes multimedia messaging services (MMS), that these services have been correctly activated, and that they are available at your location. Your wireless service provider should be able to tell you if multimedia messaging services have been experiencing transmission delays.

Delays can also occur between the time that a message is sent and the time it is received.

- Make sure that either of the following icons appears in the title bar of the Main tab:  . If you do not see either of these icons, data services are not available in your current location and you cannot exchange multimedia messages.
- Verify with the recipient that the receiving device can handle multimedia messages.
- If a message arrives but does not display an alert, perform a soft reset (see [Performing a soft reset](#)).

Web







I can't tell if data services are available


When your phone is on, icons appear in the title bar in the Main tab in the Phone application to indicate whether data services are available and whether a data connection is active. Make sure that either of the following icons appears in the title bar of the Main tab:  . If you do not

see either of these icons, data services are not available in your current location and you cannot connect to the Internet.


My Treo won't connect to the Internet

Your Treo 680 supports GPRS and EDGE wireless data networks. To connect to the Internet, you must subscribe to and activate data services with your wireless service provider, and you must be in a location with data coverage.

- 1 Press and hold **Power/End**  to turn off your phone. Then press and hold the same button to turn it back on again.
- 2 Press **Phone**  and look for either of the following icons in the title bar of the Main tab:  .
- 3 If you see these icons, you are in a data coverage area. Try connecting to the Internet again. If you do not see either of these icons, press **Applications** , select **Prefs** , and continue with the following steps.
- 4 Select **Network**.

- 5 Select the **Service** pick list and select your wireless service provider's data service.
- 6 Select **Connect**.
- 7 If the connection is successful, go the web browser. If you still can't make a connection, perform a soft reset (see Performing a soft reset).
- 8 If your phone did not turn on automatically after the soft reset, press and hold **Power/End**  to turn on your phone, and try connecting to the Internet.
- 9 Contact your wireless service provider to verify the following:
 - Your subscription plan includes high-speed data services.
 - Data services have been activated on your account.
 - Data coverage is available in your location.
 - There are no data service outages in your location.

I can't access a web page

First, make sure you have Internet access: Open the web browser and try to view another web page you've loaded before. To ensure you're viewing the page directly from the Internet, press **Menu** , select **Go**, and then select **Refresh**.





If you can view the other web page after you refresh it, but you still can't access the page you were originally trying to view, the page may contain elements that are not supported by the web browser. These include Flash, Shockwave, VBScript, WMLScript, and other plug-ins.

Some websites use a redirector to their true home page. If the web browser on your smartphone can't follow the redirector, try using a desktop browser to see the landing page of the redirector, and then enter that address in the web browser on your smartphone.

TIP Your Treo can open your email application when you select an email address on a web page. If nothing happens when you select the link, make sure your email application is already set up.

It takes a long time for a web page to load

If it is taking longer than usual to load web pages, you may have traveled from an EDGE service area to a GPRS service area. Although GPRS data service is considered a high-speed data service, it seems slow if you are used to EDGE speed.

- 1 Press **Phone**  and look for either of the following icons in the title bar of the Main tab to confirm that you have a data connection:  
- 2 Try opening a different web page to see if the problem persists.
 - If you can open a different web page, it is likely that the original web site is experiencing problems, and the problem is not related to your Treo.
 - If the problem persists on a different web page, you may have a problem with your connection to your wireless service provider network.
- 3 To be sure there is not a problem with your connection to your wireless service provider network, press and hold **Power/End**  to turn off your phone. Then press and hold the same button to turn it back on again.

- 4 Try opening the web page again to see if it loads faster.

An image or map is too small on my screen

The web browser has two modes: Optimized and Wide Page. Optimized Mode resizes all images and page elements to fit in a single column on the smartphone screen. Switch to Wide Page Mode to see the full-size image (see [Viewing a web page](#)).



You may also be able to save the image on your smartphone or an expansion card and then view the image later on your computer.

A secure site refuses to permit a transaction

Some websites don't support certain browsers for transactions. Please contact the site's webmaster to make sure the site allows transactions using Blazer™ web browser from your Treo.

My Bluetooth DUN connection isn't working

Check all of the following:

- Press **Applications**  and select **Bluetooth** . Make sure the **Bluetooth** setting is **On**.
- You have already formed a partnership between your Treo 680 and your computer (see [Creating a partnership between your Treo and your computer](#)).
- The Bluetooth feature on your computer is turned on.
- Your Treo is within 30 feet of your computer.

TIP Bluetooth range is up to 30 feet in optimum environmental conditions. Performance and range may be affected by physical obstacles, radio interference from nearby electronic equipment, and other factors.

If the problem persists, try the following:

- Turn the **Bluetooth** setting **Off** and then turn it back on again.
- Try moving your Treo closer to your computer. The effective range for a

computer varies between manufacturers.

- Confirm that no obstructions, including your body, are between your Treo and your computer.
- If the problem persists, create a new partnership with your computer (see [Creating a partnership between your Treo and your computer](#)).

Camera

Here are some tips for taking good pictures with the built-in camera:

- Clean the camera's lens with a soft, lint-free cloth.
- Take pictures in bright lighting conditions. Low-light images may be grainy, due to the sensitivity of the camera.
- Hold the smartphone as still as possible. Try supporting your picture-taking arm against your body or a stationary object (such as a wall).

- Keep the subject of the picture still. Exposure time is longer with lower light levels, so you may see a blur.
- For best results, verify that you have the brightest light source coming from behind you, lighting the subject's face. Avoid taking indoor pictures with the subject in front of a window or light.
- Make sure the subject is at least 18 inches away from the camera to ensure good focus.

Remember that when you synchronize your smartphone with your computer, your camera images are stored in the My Pictures/Palm Photos folder on your hard drive (see [Viewing pictures and videos on your computer](#)).

Making room on your Treo

Keep in mind that your Treo 680 includes an expansion card slot, and that you can store applications and information on expansion cards (sold separately). However, you still need free memory on

the Treo 680 itself to run applications from an expansion card. For more info on using expansion cards, see [Using expansion cards](#).

If you store a large number of records or install many third-party applications, the internal memory on your smartphone may fill up. Here are some common ways to clear space:

Email: Messages that have large attachments can quickly consume memory on your Treo. Delete messages with large attachments. If you have hundreds of messages with or without attachments, you may want to delete older messages to make room (see the *User Guide for the VersaMail Application* on your computer).

Windows: Start>Programs>Palm

Mac: Insert the Palm Installation CD and click the link to the *User Guide for the VersaMail Application* in the **Documentation** folder.

Pictures & Videos: Large images take up a lot of memory. Move images to an expansion card or synchronize them to your computer, and then delete the images

from your Treo (see [Viewing pictures and videos on your computer](#)).

Music: Music files often consume a lot of memory. Move music files to an expansion card, or delete large files from your Treo.

Messaging: Multimedia content can also consume a lot of memory. Move multimedia content to an expansion card, or delete large files from your Treo (see [Deleting messages](#)).

Internet: If you set a large web browser cache, you may want to use the web browser's advanced Memory Management settings to clear all recent pages (see [Customizing your web browser settings](#)).

Third-party applications: You can delete infrequently used applications (see [Removing applications](#)) or move them to an expansion card (see [Copying applications between an expansion card and your Treo](#)).

Third-party applications

Some third-party applications can cause conflicts on your Treo 680. For example, third-party applications that were not written with the Treo keyboard and 5-way navigator in mind may cause strange behavior or errors when using the keyboard and 5-way navigator in these applications. Third-party applications that modify wireless features may require extra troubleshooting.

If you recently installed an application and your device seems to be stuck, try the following:

- 1 Perform a soft reset (see [Performing a soft reset](#)).
- 2 If the problem persists, perform a system reset (see [Performing a system reset](#)).
- 3 Delete the most recently installed application from your Treo 680 (see [Removing applications](#)).

- 4 If the problem persists, perform another system reset.
- 5 If possible, synchronize your smartphone with your computer to back up your most recent info.
- 6 If you're unable to perform the preceding steps or the problem persists, locate your **Backup** subfolder on your computer and rename the folder (for example, BackupOld).

Windows: C:\Program

Files\Palm\<device name>

Mac: Mac hard drive> : Applications :
Palm : Users : <device name>


NOTE Can't find a Palm folder in Program Files? Then look for a palmOne or Handspring folder instead. For more info, see [I can't find my user folder](#).

- 7 Perform a hard reset (see [Performing a hard reset](#)).
- 8 Sync to restore your info in Calendar, Contacts, Tasks, Memos, and Pictures & Videos.
- 9 If the problem is resolved, begin reinstalling your third-party applications one at a time by double-clicking a single

file in the original Backup subfolder that you renamed, and sync after each application you install.

- 10 If the problem recurs, delete the last application you installed and report the problem to its developer.

I can't exit a game or third-party application

Press **Option**  + **Applications**  to return to Applications View.

Getting more help


Contact the author or vendor of the third-party software if you require further assistance.

Error messages

Your Treo 680 is designed to minimize interruptions when a system error occurs. If your smartphone encounters a system error, it automatically resets itself and resumes functioning as normal. If possible, it even turns the phone back on if it was on before the error occurred.

Sometimes you might want to know more about an error. Your Treo 680 uses a special interface to show error messages in greater detail.

1 Press **Phone** .

2 Enter **##377**, and then press **Send** .

3 Review the screen with details about the conditions that led up to the most recent automatic reset.



4 Select **OK**.

NOTE Third-party developers create their own error messages. If you do not understand an error message, please contact the developer of the application for help.



Where to learn more


Whether you're on the go or at your computer, there are several ways to learn more about using your Palm® Treo™ 680 smartphone.


For a quick introduction

Quick Tour: The Quick Tour introduces you to many of the features on your Treo 680. It is already installed on your Treo, and you can open it any time. Press **Applications** , and then select **Quick Tour** .

While using your Treo

On-device User Guide: A copy of this guide is included right on your smartphone. The on-device guide is specially formatted for your smartphone screen. To view the on-device guide, press **Applications** , and then select **My Treo** .

Tips: Many of the built-in applications include helpful tips for getting the most out of your Treo. To view these tips, open an application, press **Menu** , select **Options**, and then select **Tips**.

Information: Many dialog boxes have a Tips  icon in the upper-right corner. Select the **Tips** icon to learn about the tasks you can perform in that dialog box.

Online support from Palm: For up-to-date downloads, troubleshooting, and support information, go to www.palm.com/treo680gsm-support.

If you need more information


Books: Many books on Palm OS® devices are available in local or online book retailers (look in the computers section), or visit www.palm.com/treo680gsm.

Online forums: Consult online user discussion groups to swap Treo information and learn about Treo topics you may find nowhere else. Visit www.palm.com/treo680gsm for details.

Customer service from your wireless service provider: For questions about your mobile account or features, contact your wireless service provider.

Terms

Alt (alternative)

A keyboard key. Enter a letter on the keyboard, and then press Alt  to access variations such as international characters and symbols.

Applications View

The screen on your Palm® Treo™ 680 smartphone from which you can open all applications.

Auto-off interval

The time of inactivity that passes before the screen on your smartphone turns off. The wireless features on your smartphone are unaffected by this setting.

Beam

The process of sending or receiving an entry or application using the infrared (IR) port on your Treo.

Bluetooth® wireless technology

Technology that enables devices such as smartphones, mobile phones, and computers to connect wirelessly to each other so that they can exchange

information over short distances. For more info, visit www.bluetooth.com.

CSD (circuit-switched data)

A dial-up Internet connection. You pay for the connection time, not how much information you transfer. Contrast with GPRS.

Device name

The name associated with your Treo 680 and with the info in your desktop software. The device name (sometimes called the *username*) distinguishes your Treo 680 from all other Palm OS® devices. When you first synchronize your Treo 680, you are asked to give it a device name. This name appears in the User list in Palm Desktop software. Every Palm OS device that is synchronized with the same computer must have a unique device name.

Dialog box

A set of options and command buttons that is enclosed by a border and that enables you to carry out a specific task.

EDGE (Enhanced Data rates for GSM Evolution)

An enhanced version of GPRS that delivers data speeds that are up to three times faster than standard GPRS connections. (Additional charges may apply.)

Favorite

A button that provides quick access to a phone number (speed-dial button) or commonly used application (such as Web or Messaging). You can define an unlimited number of favorite buttons in the Phone application.

GPRS (General Packet Radio Service)

A mobile Internet connectivity technology that allows persistent data connections. (Additional charges may apply.)

HotSync®

The technology that synchronizes your Treo and your computer with the simple press of a button.

HotSync manager

The computer application that manages the synchronization of your Treo with your computer.

Infrared (IR)

A way of transmitting information using light waves; this is called *beaming*. The IR port on your Treo enables you to transfer information to other IR devices within a short radius.

Lithium Ion (Li-Ion)

The rechargeable battery technology used in the Treo 680.

MMS (Multimedia Messaging System)

An enhanced form of messaging that enables you to send pictures, videos, animations, sounds, and ringtones almost instantly.

Option key

The keyboard key that enables you to access the alternative feature that appears above the letter on each key.

Palm® Desktop software

A PIM application for computers that helps you manage your personal information and keep your personal information synchronized with your Treo.

Palm OS

The operating system of your Treo 680. Palm OS is known for its simplicity of use and for the large number of compatible third-party applications that can be added to your smartphone.

Palm™ Quick Install

The component on your Windows computer that enables you to install Palm OS applications and other information on your Treo.

Partnership

Two Bluetooth devices—for example, your smartphone and a hands-free device—that can connect because each device finds the same passkey on the other device. Once you form a partnership with a device, you don't need to enter a passkey to connect with that device again. Partnership is also known as paired relationship, pairing, trusted device, and trusted pair on some devices.

Phone

The application on your Treo 680 that enables you to make and receive phone calls.

PIM (personal information manager)

A genre of software that includes applications such as Palm Desktop software, Microsoft Outlook, Lotus Notes, and ACT!. PIMs generally store contacts, schedules, tasks, and memos.

PIN (personal identification number)

The four-digit password assigned to your SIM card by your wireless service provider. Turning on the PIN lock secures your wireless account. See also PUK.

PIN2 (personal identification number 2)

A code that protects certain network settings such as call barring or fixed dialing.

PUK (PIN unlock key)

A special extended password assigned to your SIM card. If you enter the wrong PIN more than three times, your SIM card will be blocked and you must call your wireless service provider for the PUK.

Quick key

A letter that you can press and hold to activate a favorite from any tab in the Phone app. For example, create a speed-dial button for your mother's number and enter the letter **M** for “Mom”

as the Quick Key. Then when you want to call her, go to the Phone app and press and hold M. Your smartphone dials the number.

SIM (Subscriber Identity Module) card

The smartcard, inserted in your Treo 680, that contains your mobile account information, such as your phone number and the services to which you subscribe. Phonebook entries and SMS messages can also be stored on the SIM card.

Slide

A collection of text, pictures, videos, and sounds that are grouped together within a multimedia message created in the Messaging application. During playback, all the items within a particular slide appear on the same screen. If a multimedia message contains multiple slides, each slide can be viewed separately during playback.

SMS (Short Messaging Service)

The service that exchanges short text messages almost instantly. Text messages

are typically sent to a mobile phone number, rather than an email address (although this too is possible). These messages can usually include up to 160 characters; messages with more than 160 characters are automatically split into several messages. You can send and receive SMS messages while you are on a voice call.

Streaming

Technology that enables you to access media content—for example, watch video or listen to an audio program—directly from the Internet on your smartphone without needing to download a file to save on your smartphone.

User folder

The folder on your computer that contains the information you enter in Palm Desktop software and the information you enter on your smartphone and synchronize with Palm Desktop software.

Regulatory information

FCC Notice

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

CE Declaration of Conformity

Application of Council Directive(s):

89/336/EEC (EMC directive), 99/5/EC (R&TTE directive)
73/23/EEC (Low Voltage Directive)

Standards to which Conformity is Declared:

EN55022	Digital Device Emissions (Class B)
EN301-489	Radio Device EMC
EN300-328	Radio Equipment Emissions
EN55024	Digital Device EMC
EN60950	Product Safety
EN50360/50361	SAR Safety

Manufacturers Name:	Palm Inc.
Importer Name/Address:	Roy Bedlow Buckhurst Court London Road Wokingham, Berkshire RG40 1PA, UK
Type of Equipment:	Smartphone
Model Number:	Treo 680
Year of Manufacture:	2006

Antenna Care/Unauthorized Modifications

Use only the supplied integral antenna. Unauthorized antenna modifications or attachments could damage the unit and may violate FCC regulations. Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

FCC RF Safety Statement

In order to comply with FCC RF exposure safety guidelines, users MUST use one of the following types of bodyworn accessories.

- 1 A Palm® brand body-worn accessory that has been tested for SAR compliance and is intended for use with this product.
- 2 An accessory that contains NO metal (snaps, clips, etc.) and provides AT LEAST 1.5 cm of separation between the users body and the unit.

Do NOT use the device in a manner such that it is in direct contact with the body (i.e., on the lap or in a breast pocket). Such use will likely exceed FCC RF safety exposure limits See www.fcc.gov/oet/rfsafety/ for more information on RF exposure safety.

Specific Absorption Rates (SAR) for Wireless Smartphones

The SAR is a value that corresponds to the relative amount of RF energy absorbed in the head of a user of a wireless handset.

The SAR value of a smartphone is the result of an extensive testing, measuring and calculation process. It does not represent how much

RF the smartphone emits. All smartphone models are tested at their highest value in strict laboratory settings. But when in operation, the SAR of a smartphone can be substantially less than the level reported to the FCC. This is because of a variety of factors including its proximity to a base station antenna, smartphone design and other factors. What is important to remember is that each smartphone meets strict federal guidelines. Variations in SARs do not represent a variation in safety.

All smartphones must meet the federal standard, which incorporates a substantial margin of safety. As stated above, variations in SAR values between different model smartphones do not mean variations in safety. SAR values at or below the federal standard of 1.6 W/kg are considered safe for use by the public.

To view the highest reported (FCC) SAR values of the Palm® Treo™ 680 smartphone, visit www.palm.com/38086.

FCC Radiofrequency Emission

This smartphone meets the FCC Radiofrequency Emission Guidelines and is certified with the FCC as:

FCC ID number: O8F850.

Industry Canada ID number: 3905A-850

More information on the smartphone's SAR can be found from the following FCC Website:

<https://gulffoss2.fcc.gov/prod/oe/cf/eas/reports/GenericSearch.cfm>.

(The following information comes from a consumer information Website jointly sponsored by the U.S. Food and Drug Administration (FDA) and the Federal Communications Commission (FCC), entitled "Cell Phone Facts: Consumer Information on Wireless Phones." The information reproduced herein is dated July 29, 2003. For further updates, please visit the Website: <http://www.fda.gov/cellphones/ga.html>)

What is radiofrequency energy (RF)? Radiofrequency energy (RF) is another name for radio waves. It is one form of electromagnetic energy that makes up the electromagnetic spectrum. Some of the other forms of energy in the electromagnetic spectrum are gamma rays, x-rays and light. Electromagnetic energy (or electromagnetic radiation) consists of waves of electric and magnetic energy moving together (radiating) through space. The area where these waves are found is called an electromagnetic field.

Radio waves are created due to the movement of electrical charges in antennas. As they are created, these waves radiate away from the antenna. All electromagnetic waves travel at the speed of light. The major differences between the different types of waves are the distances covered by one cycle of the wave and the number of waves that pass a certain point during a set time period. The wavelength is the distance covered by one cycle of a wave. The frequency is the number of waves passing a given point in one second. For any electromagnetic wave, the wavelength multiplied by the frequency equals the speed of light. The frequency of an RF signal is usually expressed in units called hertz (Hz). One Hz equals one wave per second. One kilohertz (kHz) equals one thousand waves per second, one megahertz (MHz) equals one million waves per second, and one gigahertz (GHz) equals one billion waves per second.

RF energy includes waves with frequencies ranging from about 3000 waves per second (3 kHz) to 300 billion waves per second (300 GHz). Microwaves are a subset of radio waves that have frequencies ranging from around 300 million waves per second (300 MHz) to three billion waves per second (3 GHz).

How is radiofrequency energy used? Probably the most important use of RF energy is for telecommunications. Radio and TV broadcasting, wireless phones, pagers, cordless phones, police and fire department radios, point-to-point links and satellite communications all rely on RF energy.

Other uses of RF energy include microwave ovens, radar, industrial heaters and sealers, and medical treatments. RF energy, especially at microwave frequencies, can heat water. Since most food has a high water content, microwaves can cook food quickly. Radar relies on RF energy to track cars and airplanes as well as for military applications. Industrial heaters and sealers use RF energy to mold plastic materials, glue wood products, seal leather items such as shoes and pocketbooks, and process food. Medical uses of RF energy include pacemaker monitoring and programming.

How is radiofrequency radiation measured? RF waves and RF fields have both electrical and magnetic components. It is often convenient to express the strength of the RF field in terms of each component. For example, the unit "volts per meter" (V/m) is used to measure the electric field strength, and the unit "amperes per meter" (A/m) is used to express the magnetic field strength. Another common way to characterize an RF field is by means of the power

density. Power density is defined as power per unit area. For example, power density can be expressed in terms of milliwatts (one thousandth of a watt) per square centimeter (mW/cm²) or microwatts (one millionth of a watt) per square centimeter (μW/cm²).

The quantity used to measure how much RF energy is actually absorbed by the body is called the Specific Absorption Rate or SAR. The SAR is a measure of the rate of absorption of RF energy. It is usually expressed in units of watts per kilogram (W/kg) or milliwatts per gram (mW/g).

What biological effects can be caused by RF energy? The biological effects of radiofrequency energy should not be confused with the effects from other types of electromagnetic energy.

Very high levels of electromagnetic energy, such as is found in X-rays and gamma rays, can ionize biological tissues. Ionization is a process where electrons are stripped away from their normal locations in atoms and molecules. It can permanently damage biological tissues including DNA, the genetic material. Ionization only occurs with very high levels of electromagnetic energy such as X-rays and gamma rays. Often the term radiation is used when discussing ionizing radiation (such as that associated with nuclear power plants).

The energy levels associated with radiofrequency energy, including both radio waves and microwaves, are not great enough to cause the ionization of atoms and molecules. Therefore, RF energy is a type of non-ionizing radiation. Other types of non-ionizing radiation include visible light, infrared radiation (heat) and other forms of electromagnetic radiation with relatively low frequencies.

Large amounts of RF energy can heat tissue. This can damage tissues and increase body temperatures. Two areas of the body, the eyes and the testes, are particularly vulnerable to RF heating because there is relatively little blood flow in them to carry away excess heat.

The amount of RF radiation routinely encountered by the general public is too low to produce significant heating or increased body temperature. Still, some people have questions about the possible health effects of low levels of RF energy. It is generally agreed that further research is needed to determine what effects actually occur and whether they are dangerous to people. In the meantime, standards-setting organizations and government agencies are

continuing to monitor the latest scientific findings to determine whether changes in safety limits are needed to protect human health.

FDA, EPA and other US government agencies responsible for public health and safety have worked together and in connection with WHO to monitor developments and identify research needs related to RF biological effects.

What levels of RF energy are considered safe? Various organizations and countries have developed standards for exposure to radiofrequency energy. These standards recommend safe levels of exposure for both the general public and for workers. In the United States, the FCC has used safety guidelines for RF environmental exposure since 1985.

The FCC guidelines for human exposure to RF electromagnetic fields are derived from the recommendations of two expert organizations, the National Council on Radiation Protection and Measurements (NCRP) and the Institute of Electrical and Electronics Engineers (IEEE). In both cases, the recommendations were developed by scientific and engineering experts drawn from industry, government, and academia after extensive reviews of the scientific literature related to the biological effects of RF energy.

Many countries in Europe and elsewhere use exposure guidelines developed by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). The ICNIRP safety limits are generally similar to those of the NCRP and IEEE, with a few exceptions. For example, ICNIRP recommends different exposure levels in the lower and upper frequency ranges and for localized exposure from certain products such as hand-held wireless telephones. Currently, the World Health Organization is working to provide a framework for international harmonization of RF safety standards.

The NCRP, IEEE, and ICNIRP all have identified a whole-body Specific Absorption Rate (SAR) value of 4 watts per kilogram (4 W/kg) as a threshold level of exposure at which harmful biological effects may occur. Exposure guidelines in terms of field strength, power density and localized SAR were then derived from this threshold value. In addition, the NCRP, IEEE, and ICNIRP guidelines vary depending on the frequency of the RF exposure. This is due to the finding that whole-body human absorption of RF energy varies with the frequency of the RF signal. The most restrictive limits on whole-body exposure are in the frequency range of 30-300 MHz where the

human body absorbs RF energy most efficiently. For products that only expose part of the body, such as wireless phones, exposure limits in terms of SAR only are specified.

The exposure limits used by the FCC are expressed in terms of SAR, electric and magnetic field strength, and power density for transmitters operating at frequencies from 300 kHz to 100 GHz. The specific values can be found in two FCC bulletins, OET Bulletins 56 and 65: <http://www.fcc.gov/oet/info/documents/bulletins/#56>; <http://www.fcc.gov/oet/info/documents/bulletins/#65>.

Why has the FCC adopted guidelines for RF exposure? The FCC authorizes and licenses products, transmitters, and facilities that generate RF and microwave radiation. It has jurisdiction over all transmitting services in the U.S. except those specifically operated by the Federal Government. While the FCC does not have the expertise to determine radiation exposure guidelines on its own, it does have the expertise and authority to recognize and adopt technically sound standards promulgated by other expert agencies and organizations, and has done so. (Our joint efforts with the FDA in developing this website is illustrative of the kind of inter-agency efforts and consultation we engage in regarding this health and safety issue.)

Under the National Environmental Policy Act of 1969 (NEPA), the FCC has certain responsibilities to consider whether its actions will significantly affect the quality of the human environment. Therefore, FCC approval and licensing of transmitters and facilities must be evaluated for significant impact on the environment. Human exposure to RF radiation emitted by FCC-regulated transmitters is one of several factors that must be considered in such environmental evaluations. In 1996, the FCC revised its guidelines for RF exposure as a result of a multi-year proceeding and as required by the Telecommunications Act of 1996.

Radio and television broadcast stations, satellite-earth stations, experimental radio stations and certain wireless communication facilities are required to undergo routine evaluation for RF compliance when they submit an application to the FCC for construction or modification of a transmitting facility or renewal of a license. Failure to comply with the FCC's RF exposure guidelines could lead to the preparation of a formal Environmental Assessment, possible Environmental Impact Statement and eventual rejection of an application. Technical guidelines for evaluating compliance with the FCC.

RF safety requirements can be found in the FCC's OET Bulletin 65: <http://www.fcc.gov/oet/info/documents/bulletins/#65>.

Low-powered, intermittent, or inaccessible RF transmitters and facilities are normally excluded from the requirement for routine evaluation for RF exposure. These exclusions are based on standard calculations and measurement data indicating that a transmitting station or equipment operating under the conditions prescribed is unlikely to cause exposures in excess of the guidelines under normal conditions of use. Such exclusions are not exclusions from compliance, but, rather, exclusions from routine evaluation. The FCC's policies on RF exposure and categorical exclusion can be found in Section 1.1307(b) of the FCC's Rules and Regulations (47 CFR 1.1307(b)).

How can I obtain the Specific Absorption Rate (SAR) value for my wireless phone? The FCC requires that wireless phones sold in the United States demonstrate compliance with human exposure limits adopted by the FCC in 1996. The relative amount of RF energy absorbed in the head of a wireless telephone-user is given by the Specific Absorption Rate (SAR), as explained above. The FCC requires wireless phones to comply with a safety limit of 1.6 watts per kilogram (1.6 W/kg) in terms of SAR.

Information on SAR for a specific phone model can be obtained for many recently manufactured phones using the FCC identification (ID) number for that model. The FCC ID number is usually printed somewhere on the case of the phone. Sometimes it may be necessary to remove the battery pack to find the number. Once you have the ID number, go to the following Web address: www.fcc.gov/oet/fccid. On this page, you will see instructions for entering the FCC ID number. Type the FCC ID number exactly as requested (the Grantee Code is the first three characters, the Equipment Product Code is the rest of the FCC ID number). Then click on "Start Search." The "Grant of Equipment Authorization" for your telephone should appear. Read through the grant for the section on "SAR Compliance," "Certification of Compliance with FCC Rules for RF Exposure" or similar language. This section should contain the value(s) for typical or maximum SAR for your phone.

Phones and other products authorized since June 2, 2000, should have the maximum SAR levels noted directly on the "Grant of Equipment Authorization." For phones and products authorized between about mid-1998 and June 2000, detailed information on

SAR levels is typically found in the exhibits associated with the grant. Once a grant is accessed, the exhibits can be viewed by clicking on "View Exhibit." Grants authorized prior to 1998 are not part of the electronic database but, rather, have been documented in the form of paper records.

The FCC database does not list phones by model number. However, consumers may find SAR information from other sources as well. Some wireless phone manufacturers make SAR information available on their own Web sites. In addition, some non-government websites provide SARs for specific models of wireless phones. However, the FCC has not reviewed these sites and makes no guarantees of their accuracy. Finally, phones certified by the Cellular Telecommunications and Internet Association (CTIA) are required to provide SAR information to consumers in the instructional materials that come with the phones.

Do hands-free kits for wireless phones reduce risks from exposure to RF emissions? Since there are no known risks from exposure to RF emissions from wireless phones, there is no reason to believe that hands-free kits reduce risks. Hands-free kits can be used with wireless phones for convenience and comfort. These systems reduce the absorption of RF energy in the head because the phone, which is the source of the RF emissions, will not be placed against the head. On the other hand, if the phone is mounted against the waist or other part of the body during use, then that part of the body will absorb more RF energy. Wireless phones marketed in the U.S. are required to meet safety requirements regardless of whether they are used against the head or against the body. Either configuration should result in compliance with the safety limit.

Do wireless phone accessories that claim to shield the head from RF radiation work? Since there are no known risks from exposure to RF emissions from wireless phones, there is no reason to believe that accessories that claim to shield the head from those emissions reduce risks. Some products that claim to shield the user from RF absorption use special phone cases, while others involve nothing more than a metallic accessory attached to the phone. Studies have shown that these products generally do not work as advertised. Unlike "hand-free" kits, these so-called "shields" may interfere with proper operation of the phone. The phone may be forced to boost its power to compensate, leading to an increase in RF absorption. In February 2002, the Federal Trade Commission (FTC) charged two

companies that sold devices that claimed to protect wireless phone users from radiation with making false and unsubstantiated claims. According to FTC, these defendants lacked a reasonable basis to substantiate their claim.

What are wireless telephone base stations? Fixed antennas used for wireless telecommunications are referred to as cellular base stations, cell stations, PCS ("Personal Communications Service") stations or telephone transmission towers. These base stations consist of antennas and electronic equipment. Because the antennas need to be high in the air, they are often located on towers, poles, water tanks, or rooftops. Typical heights for freestanding base station towers are 50-200 feet.

Some base stations use antennas that look like poles, 10 to 15 feet in length, that are referred to as "omni-directional" antennas. These types of antennas are usually found in rural areas. In urban and suburban areas, wireless providers now more commonly use panel or sector antennas for their base stations. These antennas consist of rectangular panels, about 1 by 4 feet in dimension. The antennas are usually arranged in three groups of three antennas each. One antenna in each group is used to transmit signals to wireless phones, and the other two antennas in each group are used to receive signals from wireless phones.

At any base station site, the amount of RF energy produced depends on the number of radio channels (transmitters) per antenna and the power of each transmitter. Typically, 21 channels per antenna sector are available. For a typical cell site using sector antennas, each of the three transmitting antennas could be connected to up to 21 transmitters for a total of 63 transmitters. However, it is unlikely that all of the transmitters would be transmitting at the same time. When omni-directional antennas are used, a cellular base station could theoretically use up to 96 transmitters, but this would be very unusual, and, once again, it is unlikely that all transmitters would be in operation simultaneously. Base stations used for PCS communications generally require fewer transmitters than those used for cellular radio transmissions, since PCS carriers usually have a higher density of base station antenna sites.

Are wireless telephone base stations safe? The electromagnetic RF signals transmitted from base station antennas stations travel toward the horizon in relatively narrow paths. For example, the radiation pattern for an antenna array mounted on a tower can be

likened to a thin pancake centered around the antenna system. The individual pattern for a single array of sector antennas is wedge-shaped, like a piece of pie. As with all forms of electromagnetic energy, the power decreases rapidly as one moves away from the antenna. Therefore, RF exposure on the ground is much less than exposure very close to the antenna and in the path of the transmitted radio signal. In fact, ground-level exposure from such antennas is typically thousands of times less than the exposure levels recommended as safe by expert organizations. So exposure to nearby residents would be well within safety margins.

Cellular and PCS base stations in the United States are required to comply with limits for exposure recommended by expert organizations and endorsed by government agencies responsible for health and safety. Measurements made near cellular and PCS base station antennas mounted on towers have confirmed that ground-level exposures are typically thousands of times less than the exposure limits adopted by the FCC. In fact, in order to be exposed to levels at or near the FCC limits for cellular or PCS frequencies an individual would essentially have to remain in the main transmitted radio signal (at the height of the antenna) and within a few feet from the antenna. This is, of course, very unlikely to occur.

When cellular and PCS antennas are mounted on rooftops, RF levels on that roof or on others near by would probably be greater than those typically encountered on the ground. However, exposure levels approaching or exceeding safety guidelines should be encountered only very close to or directly in front of the antennas. In addition, for sector-type antennas, typically used for such rooftop base stations, RF levels to the side and in back of these antennas are insignificant. General guidelines on antenna installations and circumstances that might give rise to a concern about a facility's conformance with FCC regulations can be found in A Local Government Official's Guide to Transmitting Antenna RF Emission Safety: Rules, Procedures, and Practical Guidance. This Guide can be accessed at: <http://www.fcc.gov/oet/rfsafety>.

Who regulates exposure to radiation from microwave ovens, television sets and computer monitors? The Food and Drug Administration is responsible for protecting the public from harmful radiation emissions from these consumer products.

Does the FCC routinely monitor radiofrequency radiation from antennas? The FCC does not have the resources or the personnel

to routinely monitor the emissions for all the thousands of transmitters that are subject to FCC jurisdiction. However, the FCC does have measurement instrumentation for evaluating RF levels in areas that may be accessible to the public or to workers. If there is evidence for potential non-compliance with FCC exposure guidelines for a FCC-regulated facility, staff from the FCC's Office of Engineering and Technology or the FCC Enforcement Bureau can conduct an investigation, and, if appropriate, perform actual measurements. Circumstances that could give rise to a concern about a facility's conformance with FCC regulations can be found in A Local Government Official's Guide to Transmitting Antenna RF Emission Safety: Rules, Procedures, and Practical Guidance. This Guide can be accessed at: <http://www.fcc.gov/oet/rfsafety>. Potential exposure problems should be brought to the FCC's attention by contacting the FCC RF Safety Program at: 202-418-2464 or by email: rfsafety@fcc.gov.

Does the FCC maintain a database that includes information on the location and technical parameters of all the transmitting towers it regulates?

Each of the FCC Bureaus maintains its own licensing database system for the service(s) it regulates (e.g., television, cellular service, satellite earth stations.) The FCC issues two types of licenses: site specific and market based. In the case of site specific licensed facilities, technical operating information is collected from the licensee as part of the licensing process. However, in the case of market based licensing (e.g., PCS, cellular), the licensee is granted the authority to operate a radio communications system in a geographic area using as many facilities as are required, and the licensee is not required to provide the FCC with specific location and operating parameters of these facilities.

Information on site specific licensed facilities can be found in the "General Menu Reports" (GenMen) at <http://guilfoss2.fcc.gov/cgi-bin/ws.exe/genmen/index.htm>.

The various FCC Bureaus also publish on at least a weekly basis, bulk extracts of their licensing databases. Each licensing database has its own unique file structure. These extracts consist of multiple, very large files. The FCC's Office of Engineering and Technology (OET) maintains an index to these databases at <http://www.fcc.gov/oet/info/database/fadb.html>. Entry points into the various databases include frequency, state/county, latitude/longitude, call-sign and licensee name. For further information on the Commission's existing

databases, you can contact Donald Campbell at dcampbel@fcc.gov or 202-418-2405.

Can local and state governmental bodies establish limits for RF exposure?

Although some local and state governments have enacted rules and regulations about human exposure to RF energy in the past, the Telecommunications Act of 1996 requires the Federal Government to control human exposure to RF emissions. In particular, Section 704 of the Act states that, “No State or local government or instrumentality thereof may regulate the placement, construction, and modification of personal wireless service facilities on the basis of the environmental effects of radio frequency emissions to the extent that such facilities comply with the Commission’s regulations concerning such emissions.” Further information on federal authority and FCC policy is available in a fact sheet from the FCC’s Wireless Telecommunications Bureau at www.fcc.gov/wrtb.

Do wireless phones pose a health hazard? The available scientific evidence does not show that any health problems are associated with using wireless phones. There is no proof, however, that wireless phones are absolutely safe. Wireless phones emit low levels of radiofrequency energy (RF) in the microwave range while being used. They also emit very low levels of RF when in the stand-by mode. Whereas high levels of RF can produce health effects (by heating tissue), exposure to low level RF that does not produce heating effects causes no known adverse health effects. Many studies of low level RF exposures have not found any biological effects. Some studies have suggested that some biological effects may occur, but such findings have not been confirmed by additional research. In some cases, other researchers have had difficulty in reproducing those studies, or in determining the reasons for inconsistent results.

What is FDA’s role concerning the safety of wireless phones?

Under the law, FDA does not review the safety of radiation-emitting consumer products such as wireless phones before they can be sold, as it does with new drugs or medical devices. However, the agency has authority to take action if wireless phones are shown to emit radiofrequency energy (RF) at a level that is hazardous to the user. In such a case, FDA could require the manufacturers of wireless phones to notify users of the health hazard and to repair, replace or recall the phones so that the hazard no longer exists.

Although the existing scientific data do not justify FDA regulatory actions, FDA has urged the wireless phone industry to take a number of steps, including the following:

- Support needed research into possible biological effects of RF of the type emitted by wireless phones;
- Design wireless phones in a way that minimizes any RF exposure to the user that is not necessary for device function; and
- Cooperate in providing users of wireless phones with the best possible information on possible effects of wireless phone use on human health

FDA belongs to an interagency working group of the federal agencies that have responsibility for different aspects of RF safety to ensure coordinated efforts at the federal level. The following agencies belong to this working group:

- National Institute for Occupational Safety and Health
- Environmental Protection Agency
- Federal Communications Commission
- Occupational Safety and Health Administration
- National Telecommunications and Information Administration

The National Institutes of Health participates in some interagency working group activities, as well.

FDA shares regulatory responsibilities for wireless phones with the Federal Communications Commission (FCC). All phones that are sold in the United States must comply with FCC safety guidelines that limit RF exposure. FCC relies on FDA and other health agencies for safety questions about wireless phones.

FCC also regulates the base stations that the wireless phone networks rely upon. While these base stations operate at higher power than do the wireless phones themselves, the RF exposures that people get from these base stations are typically thousands of times lower than those they can get from wireless phones. Base stations are thus not the primary subject of the safety questions discussed in this document.

What kinds of phones are the subject of this update? The term “wireless phone” refers here to hand-held wireless phones with

built-in antennas, often called “cell,” “mobile,” or “PCS” phones. These types of wireless phones can expose the user to measurable radiofrequency energy (RF) because of the short distance between the phone and the user’s head. These RF exposures are limited by Federal Communications Commission safety guidelines that were developed with the advice of FDA and other federal health and safety agencies. When the phone is located at greater distances from the user, the exposure to RF is drastically lower because a person’s RF exposure decreases rapidly with increasing distance from the source. The so-called “cordless phones,” which have a base unit connected to the telephone wiring in a house, typically operate at far lower power levels, and thus produce RF exposures well within the FCC’s compliance limits.

What are the results of the research done already? The research done thus far has produced conflicting results, and many studies have suffered from flaws in their research methods. Animal experiments investigating the effects of radiofrequency energy (RF) exposures characteristic of wireless phones have yielded conflicting results that often cannot be repeated in other laboratories. A few animal studies, however, have suggested that low levels of RF could accelerate the development of cancer in laboratory animals. However, many of the studies that showed increased tumor development used animals that had been genetically engineered or treated with cancer-causing chemicals so as to be pre-disposed to develop cancer in the absence of RF exposure. Other studies exposed the animals to RF for up to 22 hours per day. These conditions are not similar to the conditions under which people use wireless phones, so we don’t know with certainty what the results of such studies mean for human health.

Three large epidemiology studies have been published since December 2000. Between them, the studies investigated any possible association between the use of wireless phones and primary brain cancer, glioma, meningioma, or acoustic neuroma, tumors of the brain or salivary gland, leukemia, or other cancers. None of the studies demonstrated the existence of any harmful health effects from wireless phone RF exposures. However, none of the studies can answer questions about long-term exposures, since the average period of phone use in these studies was around three years.

What research is needed to decide whether RF exposure from wireless phones poses a health risk? A combination of laboratory studies and epidemiological studies of people actually using wireless phones would provide some of the data that are needed. Lifetime animal exposure studies could be completed in a few years. However, very large numbers of animals would be needed to provide reliable proof of a cancer promoting effect if one exists. Epidemiological studies can provide data that is directly applicable to human populations, but 10 or more years’ follow-up may be needed to provide answers about some health effects, such as cancer. This is because the interval between the time of exposure to a cancer-causing agent and the time tumors develop—if they do—may be many, many years. The interpretation of epidemiological studies is hampered by difficulties in measuring actual RF exposure during day-to-day use of wireless phones. Many factors affect this measurement, such as the angle at which the phone is held, or which model of phone is used.

What is FDA doing to find out more about the possible health effects of wireless phone RF? FDA is working with the U.S. National Toxicology Program and with groups of investigators around the world to ensure that high priority animal studies are conducted to address important questions about the effects of exposure to radiofrequency energy (RF).

FDA has been a leading participant in the World Health Organization International Electromagnetic Fields (EMF) Project since its inception in 1996. An influential result of this work has been the development of a detailed agenda of research needs that has driven the establishment of new research programs around the world. The Project has also helped develop a series of public information documents on EMF issues.

FDA and the Cellular Telecommunications & Internet Association (CTIA) have a formal Cooperative Research and Development Agreement (CRADA) to do research on wireless phone safety. FDA provides the scientific oversight, obtaining input from experts in government, industry, and academic organizations. CTIA-funded research is conducted through contracts to independent investigators. The initial research will include both laboratory studies and studies of wireless phone users. The CRADA will also include a broad assessment of additional research needs in the context of the latest research developments around the world.

What steps can I take to reduce my exposure to radiofrequency energy from my wireless phone? If there is a risk from these products—and at this point we do not know that there is—it is probably very small. But if you are concerned about avoiding even potential risks, you can take a few simple steps to minimize your exposure to radiofrequency energy (RF). Since time is a key factor in how much exposure a person receives, reducing the amount of time spent using a wireless phone will reduce RF exposure.

If you must conduct extended conversations by wireless phone every day, you could place more distance between your body and the source of the RF, since the exposure level drops off dramatically with distance. For example, you could use a headset and carry the wireless phone away from your body or use a wireless phone connected to a remote antenna.

Again, the scientific data do not demonstrate that wireless phones are harmful. But if you are concerned about the RF exposure from these products, you can use measures like those described above to reduce your RF exposure from wireless phone use.

What about children using wireless phones? The scientific evidence does not show a danger to users of wireless phones, including children and teenagers. If you want to take steps to lower exposure to radiofrequency energy (RF), the measures described above would apply to children and teenagers using wireless phones. Reducing the time of wireless phone use and increasing the distance between the user and the RF source will reduce RF exposure.

Some groups sponsored by other national governments have advised that children be discouraged from using wireless phones at all. For example, the government in the United Kingdom distributed leaflets containing such a recommendation in December 2000. They noted that no evidence exists that using a wireless phone causes brain tumors or other ill effects. Their recommendation to limit wireless phone use by children was strictly precautionary; it was not based on scientific evidence that any health hazard exists.

What about wireless phone interference with medical equipment? Radiofrequency energy (RF) from wireless phones can interact with some electronic devices. For this reason, FDA helped develop a detailed test method to measure electromagnetic interference (EMI) of implanted cardiac pacemakers and defibrillators from wireless telephones. This test method is now part of a standard

sponsored by the Association for the Advancement of Medical Instrumentation (AAMI). The final draft, a joint effort by FDA, medical device manufacturers, and many other groups, was completed in late 2000. This standard will allow manufacturers to ensure that cardiac pacemakers and defibrillators are safe from wireless phone EMI.

FDA has tested hearing aids for interference from handheld wireless phones and helped develop a voluntary standard sponsored by the Institute of Electrical and Electronic Engineers (IEEE). This standard specifies test methods and performance requirements for hearing aids and wireless phones so that no interference occurs when a person uses a “compatible” phone and a “compatible” hearing aid at the same time. This standard was approved by the IEEE in 2000.

FDA continues to monitor the use of wireless phones for possible interactions with other medical devices. Should harmful interference be found to occur, FDA will conduct testing to assess the interference and work to resolve the problem.

Which other federal agencies have responsibilities related to potential RF health effects? Certain agencies in the Federal Government have been involved in monitoring, researching or regulating issues related to human exposure to RF radiation. These agencies include the Food and Drug Administration (FDA), the Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), the National Institute for Occupational Safety and Health (NIOSH), the National Telecommunications and Information Administration (NTIA) and the Department of Defense (DOD).

By authority of the Radiation Control for Health and Safety Act of 1968, the Center for Devices and Radiological Health (CDRH) of the FDA develops performance standards for the emission of radiation from electronic products including X-ray equipment, other medical devices, television sets, microwave ovens, laser products and sunlamps. The CDRH established a product performance standard for microwave ovens in 1971 limiting the amount of RF leakage from ovens. However, the CDRH has not adopted performance standards for other RF-emitting products. The FDA is, however, the lead federal health agency in monitoring the latest research developments and advising other agencies with respect to the safety of RF-emitting products used by the public, such as cellular and PCS phones.

The FDA's microwave oven standard is an emission standard (as opposed to an exposure standard) that allows specific levels of microwave leakage (measured at five centimeters from the oven surface). The standard also requires ovens to have two independent interlock systems that prevent the oven from generating microwaves the moment that the latch is released or the door of the oven is opened. The FDA has stated that ovens that meet its standards and are used according to the manufacturer's recommendations are safe for consumer and industrial use. More information is available from: www.fda.gov/cdrh.

The EPA has, in the past, considered developing federal guidelines for public exposure to RF radiation. However, EPA activities related to RF safety and health are presently limited to advisory functions. For example, the EPA now chairs an Inter-agency Radiofrequency Working Group, which coordinates RF health-related activities among the various federal agencies with health or regulatory responsibilities in this area.

OSHA is responsible for protecting workers from exposure to hazardous chemical and physical agents. In 1971, OSHA issued a protection guide for exposure of workers to RF radiation [29 CFR 1910.97]. However, this guide was later ruled to be only advisory and not mandatory. Moreover, it was based on an earlier RF exposure standard that has now been revised. At the present time, OSHA uses the IEEE and/or FCC exposure guidelines for enforcement purposes under OSHA's "general duty clause" (for more information see: <http://www.osha-slc.gov/SLTC/radiofrequencyradiation/index.html>).

NIOSH is part of the U.S. Department of Health and Human Services. It conducts research and investigations into issues related to occupational exposure to chemical and physical agents. NIOSH has, in the past, undertaken to develop RF exposure guidelines for workers, but final guidelines were never adopted by the agency. NIOSH conducts safety-related RF studies through its Physical Agents Effects Branch in Cincinnati, Ohio.

The NTIA is an agency of the U.S. Department of Commerce and is responsible for authorizing Federal Government use of the RF electromagnetic spectrum. Like the FCC, the NTIA also has NEPA responsibilities and has considered adopting guidelines for evaluating RF exposure from U.S. Government transmitters such as radar and military facilities.

The Department of Defense (DOD) has conducted research on the biological effects of RF energy for a number of years. This research is now conducted primarily at the U.S. Air Force Research Laboratory located at Brooks Air Force Base, Texas. The DOD Web site for RF biological effects information is listed with other sites in conjunction with a question on other sources of information, below.

Who funds and carries out research on the biological effects of RF energy? Research into possible biological effects of RF energy is carried out in laboratories in the United States and around the world. In the U.S., most research has been funded by the Department of Defense, due to the extensive military use of RF equipment such as radar and high-powered radio transmitters. In addition, some federal agencies responsible for health and safety, such as the Environmental Protection Agency (EPA) and the U.S. Food and Drug Administration (FDA), have sponsored and conducted research in this area. At the present time, most of the non-military research on biological effects of RF energy in the U.S. is being funded by industry organizations. More research is being carried out overseas, particularly in Europe.

In 1996, the World Health Organization (WHO) established the International EMF Project to review the scientific literature and work towards resolution of health concerns over the use of RF technology. WHO maintains a Web site that provides extensive information on this project and about RF biological effects and research (www.who.ch/pem-efmh).

FDA, EPA and other US government agencies responsible for public health and safety have worked together and in connection with WHO to monitor developments and identify research needs related to RF biological effects.

How does FCC audit cell phone RF? After FCC grants permission for a particular cellular telephone to be marketed, FCC will occasionally conduct "post-grant" testing to determine whether production versions of the phone are being produced to conform with FCC regulatory requirements. The manufacturer of a cell phone that does not meet FCC's regulatory requirements may be required to remove the cell phone from use and to refund the purchase price or provide a replacement phone, and may be subject to civil or criminal penalties. In addition, if the cell phone presents a risk of injury to the user, FDA may also take regulatory action. The most important post-grant test, from a consumer's perspective, is testing of the RF

emissions of the phone. FCC measures the Specific Absorption Rate (SAR) of the phone, following a very rigorous testing protocol. As is true for nearly any scientific measurement, there is a possibility that the test measurement may be less than or greater than the actual RF emitted by the phone. This difference between the RF test measurement and actual RF emission is because test measurements are limited by instrument accuracy, because test measurement and actual use environments are different, and other variable factors. This inherent variability is known as “measurement uncertainty.” When FCC conducts post-grant testing of a cell phone, FCC takes into account any measurement uncertainty to when determining whether regulatory action is appropriate. This approach ensures that when FCC takes regulatory action, it will have a sound, defensible scientific basis.

FDA scientific staff reviewed the methodology used by FCC to measure cell phone RF, and agreed it is an acceptable approach, given our current understanding of the risks presented by cellular phone RF emissions. RF emissions from cellular phones have not been shown to present a risk of injury to the user when the measured SAR is less than the safety limits set by FCC (an SAR of 1.6 w/kg). Even in a case where the maximum measurement uncertainty permitted by current measurement standards was added to the maximum permissible SAR, the resulting SAR value would be well below any level known to produce an acute effect. Consequently, FCC’s approach with measurement uncertainty will not result in consumers being exposed to any known risk from the RF emitted by cellular telephones.

FDA will continue to monitor studies and literature reports concerning acute effects of cell phone RF, and concerning chronic effects of long-term exposure to cellular telephone RF (that is, the risks from using a cell phone for many years). If new information leads FDA to believe that a change to FCC’s measurement policy may be appropriate, FDA will contact FCC and both agencies will work together to develop a mutually-acceptable approach.

Static Electricity, ESD, and Your Palm® Device

Electrostatic discharge (ESD) can cause damage to electronic devices if discharged into the device, so you should take steps to avoid such an occurrence.

Description of ESD Static electricity is an electrical charge caused by the buildup of excess electrons on the surface of a material. To most people, static electricity and ESD are nothing more than annoyances. For example, after walking over a carpet while scuffing your feet, building up electrons on your body, you may get a shock—the discharge event—when you touch a metal doorknob. This little shock discharges the built-up static electricity.

ESD-susceptible equipment Even a small amount of ESD can harm circuitry, so when working with electronic devices, take measures to help protect your electronic devices, including your Palm® device, from ESD harm. While Palm has built protections against ESD into its products, ESD unfortunately exists and, unless neutralized, could build up to levels that could harm your equipment. Any electronic device that contains an external entry point for plugging in anything from cables to docking stations is susceptible to entry of ESD. Devices that you carry with you, such as your Palm device, build up ESD in a unique way because the static electricity that may have built up on your body is automatically passed to the device. Then, when the device is connected to another device such as a docking station, a discharge event can occur.

Precautions against ESD Make sure to discharge any built-up static electricity from yourself and your electronic devices *before* touching an electronic device or connecting one device to another. The recommendation from Palm is that you take this precaution before connecting your Palm device to your computer, placing a device in a cradle, or connecting it to any other device. You can do this in many ways, including the following:

- Ground yourself when you’re holding your device by simultaneously touching a metal surface that is at earth ground. For example, if your computer has a metal case and is plugged into a standard three-prong grounded outlet, touching the case should discharge the ESD on your body.
- Increase the relative humidity of your environment.
- Install ESD-specific prevention items, such as grounding mats.

Conditions that enhance ESD occurrences Conditions that can contribute to the buildup of static electricity in the environment include the following:

- Low relative humidity.

- Material type. (The type of material gathering the charge. For example, synthetics are more prone to static buildup than natural fibers like cotton.)
- The rapidity with which you touch, connect, or disconnect electronic devices.

While you should always take appropriate precautions to discharge static electricity, if you are in an environment where you notice ESD events, you may want to take extra precautions to protect your electronic equipment against ESD.

Precaution against hearing loss Protect your hearing. Listening to this device at full volume for a long period of time can damage your hearing.

A pleine puissance, l'écoute prolongée du baladeur peut endommager l'oreille de l'utilisateur. Consultez notre site web www.palm.com/fr pour plus d'informations.



Waste disposal Please recycle appropriately. For appropriate recycling and disposal instructions please visit: www.palm.com/environment.



Précautions d'usage de votre téléphone mobile

Le taux de DAS(1) (Débit d'Absorption Spécifique) de votre Treo 680 smartphone est 0,655 w/kg

Conseils d'utilisation pour réduire le niveau d'exposition aux rayonnements : Utiliser le plus souvent possible les kits piétons (oreillettes), notamment en cas d'usage fréquent ou prolongé du

téléphone mobile Ils apportent en outre un plus grand confort d'utilisation.

Eloigner le téléphone mobile de certaines zones sensibles telles que le ventre chez les femmes enceintes ou le bas-ventre chez les adolescents, plus particulièrement lors d'une communication.

Utiliser votre téléphone mobile dans de bonnes conditions de réception. Celle-ci est indiquée sur l'écran de votre téléphone par la matérialisation de barrettes. 3 ou 4 barrettes, la réception est de bonne qualité pour passer vos communications. Ce n'est pas toujours le cas dans certaines zones ou situations, notamment les parking souterrains, les ascenseurs, en train ou en voiture ou tout simplement dans un secteur mal couvert par le réseau.


Mesures touchant à la sécurité : Dans certains lieux ou situations, tels que les avions, les hôpitaux, les stations-service et les garages professionnels, l'usage du téléphone est interdit. Il est donc impératif de respecter strictement les consignes de sécurité propres à chacune de ces situations et d'éteindre votre téléphone lorsque cela est requis.

Par ailleurs pour éviter les risques d'interférences, les personnes porteuses d'implants électroniques (stimulateurs cardiaques, pompes à insuline, neurostimulateurs...) doivent conserver une distance de 15 cm entre le mobile et l'implant et ne l'utiliser que du côté opposé au côté où celui-ci est situé.

Téléphoner en conduisant, même avec des équipements qui ne sont pas interdits par la réglementation, est dangereux car il augmente potentiellement le risque d'accident provenant de la distraction créée par la conversation elle-même. Aussi, est-il recommandé de ne jamais téléphoner en conduisant et de considérer que l'utilisation d'un kit mains-libres n'est pas une solution.

(1) Valeur DAS la plus élevée pour ce modèle de téléphone et pour une utilisation à l'oreille, communiquée par le constructeur. Le DAS, exprimé en w/kg, quantifie le niveau d'exposition aux ondes électromagnétiques et permet de vérifier la conformité des mobiles à la réglementation française et européenne qui impose que celui-ci soit inférieur à 2w/kg.

Specifications

Radio	<ul style="list-style-type: none">• GSM 850/900/1800/1900 quad band world phone• GPRS class 10, class B• EDGE up to 59kbps per time-slot• Supports CSD (circuit-switched data)
Phone features	<ul style="list-style-type: none">• Speakerphone• Hands-free headset jack (2.5mm, 3 or 4-barrel connector)• Microphone mute option• TTY/TDD compatible• 3-way calling
Processor technology	Intel PXA270 Bulverde processor, 312MHz
Expansion	SD/MultiMediaCard/SDIO card slot
Battery	<ul style="list-style-type: none">• 1200mAH, rechargeable lithium ion• Removable for replacement 
Palm OS® version	Palm OS 5.4.9
Camera	<ul style="list-style-type: none">• Still image capture resolution (640 x 480)• 2x digital zoom• Video capture resolution (320 x 240)• Automatic light balance
Size	4.44 in. x 2.33 in. x 0.84 in. (112.9mm x 59.3mm x 22.4mm)
Weight	5.3 ounces (150 grams)

Connectivity	<ul style="list-style-type: none"> • IR • Bluetooth® wireless technology (1.2 compliant)
Display	<ul style="list-style-type: none"> • Touch-sensitive LCD screen (includes stylus) • 65,536 colors (16-bit color) • User-adjustable brightness • 320 x 320 resolution
Keyboard	<ul style="list-style-type: none"> • Built-in QWERTY keyboard plus 5-way navigator • Backlight for low lighting conditions
Included software	<ul style="list-style-type: none"> • Phone (including Favorites and Dial Pad) • Pictures & Videos (includes camera and camcorder) • Messaging (text and multimedia) • Blazer® web browser (Internet) • Pocket Tunes™VersaMail® (email) • Contacts • Calendar • Memos • Tasks • Voice Memo • Documents To Go Professional® • Calculator Basic and Advanced • World Clock • Palm® Desktop software
System requirements	<ul style="list-style-type: none"> • Windows 2000 or XP with USB port • Mac OS 10.2 –10.3 with USB port • Later versions may also be supported

Operating and storage temperature range	<ul style="list-style-type: none">• 32°F to 104°F (0°C to 40°C)• 5% to 90% relative humidity (RH)
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